

Cardiff Council Recruitment Pack

Assistant Director Housing & Communities

This document is available in Welsh/
Mae'r ddogfen hon ar gael yn Gymraeg



Letter from the Director



Dear Applicant

Thank you for your interest in this exciting role.

In the face of the Covid 19 pandemic, and the recovery that is to follow, there has never been a greater need for the delivery of high quality public services, provided in a joined up way, together with our statutory and third sector partners.

Cardiff Council's commitment to bring together services around the needs of individuals, families and communities has made real progress in recent years, as shown in the development of a range of multiagency services which have the citizen at their heart. Our community hub development programme has been truly ground breaking, providing a range of council and partner services in the heart of the community, while our Independent Living and Early Help Services provide person centred, joined up preventative services for older people and for families.

Cardiff's Housing Service was the first in Wales to achieve the Welsh Housing Quality Standard and continues to maintain and build on this success. During the pandemic more direct links were forged between wider housing and development services and our Homelessness services and it is our ambition to take this further, bringing forward innovative schemes to help ensure that homelessness, when it occurs is rare, brief and non-recurring.

The Assistant Director for Housing and Communities has line management responsibility for a committed team of managers and is responsible for the strategic oversight and development of a wide range of services including: management and maintenance of our 13,700 council homes; delivery of homeless and supported accommodation services and oversight of a very wide range of community advice and support aimed at prevention and early intervention.

The post is part of the Adult Services, Housing and Communities Directorate. This new directorate has been created with the aim of integrating council and partner services to help achieve the best possible outcomes for our most vulnerable citizens.

As part of an experienced, and forward thinking management team, you will provide the leadership needed to deliver on the Council's challenging agenda as set out in Capital Ambition, and to take the service forward into a more digitally enabled future.

I invite you to take up the challenge with us.

A handwritten signature in blue ink that reads "Jane Thomas". The signature is written in a cursive style.

Jane Thomas
Director - Adults, Housing & Communities





CARDIFF COUNCIL

Assistant Director, Housing & Communities **Salary - £88,985 per annum**

Cardiff Council's commitment to bring services together around the needs of individuals, families and communities has made real progress in recent years. This is best demonstrated by the outcomes being achieved across a wide range of multiagency services which are being delivered in an integrated way and which have the citizen at their heart.

This post offers an opportunity to join the management team of the newly created Adult Services, Housing and Communities Directorate. The new directorate is focused on providing the right interventions at the right time and in the best way; providing support and bringing services together with our partners to improve outcomes for our customers.

The Assistant Director for Housing and Communities will lead a committed team of managers and will be responsible for the strategic oversight and development of a wide range of services including: management and maintenance of our 13,700 council homes; delivery of homeless and supported accommodation services and oversight of a very wide range of community advice and support aimed at prevention and early intervention.

This is an opportunity to work in a vibrant and diverse city and to join a dynamic and ambitious team. We ask that you bring outstanding leadership and communication skills plus the passion and experience to deliver excellent customer focused services.

You will have the experience and skill necessary to lead the Housing and Communities team: managing our growing council housing stock, building on and embedding innovative approaches to homelessness and community services and continuing to develop a range of preventative advice and support services.

You will have the ability to deliver innovative approaches and to achieve high quality services which are financially sustainable. This will include the further development of digital services and overseeing the development of a more agile workforce.

If you would like to join our committed management team to deliver this exciting agenda, we would be interested in hearing from you.

For further information or an informal conversation about this post please contact Jane Thomas, Director Adults, Housing and Communities at jf.thomas@cardiff.gov.uk

Closing Date: 5th May 2021

This vacancy is suitable for post share.

We welcome applications in both English and Welsh.



Role Profile



Role Title	Assistant Director, Housing & Communities
Ref	
Grade	Assistant Director, Spot Salary
Primary Purpose of Role	<p>To take lead responsibility for the successful and safe operation of a broad range of service areas: to manage and co-ordinate people, financial and capital resources to ensure the effective delivery of agreed priorities, change programmes and high-quality day-to-day service for customers.</p> <p>To lead, manage and develop a range of high quality, customer-focused, efficient services, designed to provide the best outcomes for citizens.</p> <p>To take lead responsibility for working in partnership with key stakeholders to ensure that citizens experience effectively integrated service delivery.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To deputise for the Director when required • To translate strategic and corporate commitments into an aligned framework of operational plans, and to oversee the execution, review and improvement of these plans • To play the lead role in the delivery of customer-centred change programmes and projects across the portfolio of services, working with partners, other key council directorates as appropriate, ensuring that the desired outputs and outcomes are secured • To effectively manage the people, financial and other resources of the portfolio – ensuring that they are aligned with corporate priorities and genuine customer need • To continually review and modernise service delivery and promote a more agile and flexible approach to the workplace. • To ensure that managers across the Directorate understand and fulfil their budgetary accountabilities; guiding and supporting them to optimise budget alignment within a context of diminishing resources and changing service demand. • To facilitate and ensure the successful implementation of internal and/or external partnership arrangements • To establish and apply effective individual and team performance management systems in order to monitor,



Role Profile



	<p>assess and improve standards and the achievement of key performance indicators</p> <ul style="list-style-type: none"> • To lead, motivate and develop a team of managers across the Directorate ensuring the highest levels of buy-in and execution of the Council’s priorities and corporate objectives • To put in place appropriate support to develop the potential of the workforce and to ensure that their skills meet the future needs of the service. • To ensure that practices are put into place to promote safe and appropriately risk-managed operational delivery, both internally within council-managed services, externally within commissioned services • To lead managers in the production of robust and meaningful business plans — providing clarity of purpose, emphasis and key deliverables for the portfolio of services • To ensure that effective communication and engagement processes are in place to share new ideas, new ways of working and to provide insight to progress and achievements
<p>Areas of Responsibility</p>	<ul style="list-style-type: none"> • Management and Maintenance of Council Housing Stock • Homeless Services • Supported Housing Services • Independent Living Services • Early Help for Families • Advice and Benefit Services • Into Work Services • Community Hubs
<p>Types of Measures of Success</p>	<ul style="list-style-type: none"> • Continually improving performance against key performance indicators for the portfolio • Achievement of improved outcomes for citizens • Achievement of Corporate Priorities for the portfolio • Effective compliance with statutory responsibilities and guidance • Effective co-ordination of resources across the portfolio of services



Role Profile



	<ul style="list-style-type: none"> • Effective budget control across the portfolio, with the delivery of required budget savings
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When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	4
Taking Personal Responsibility	*	4
Seeking to Understand Others	*	4
Developing Potential		4
Leading Change	*	4
Initiating Change and Improvement		4
Organisational Awareness		4
Partnering and Corporate Working	*	4
Communicating		4
Analysing, Problem Solving and Decision Making		4
Equality & Diversity		4
Optimising Resources	*	4
Demonstrating Political Acumen		4





PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF ASSISTANT DIRECTOR – HOUSING AND COMMUNITIES

1. CONTRACT

This is a permanent appointment.

2. CONDITIONS

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

3. SALARY

The inclusive salary for this post is £88,985 per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

4. PERFORMANCE APPRAISAL

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance.

5. ANNUAL LEAVE

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

6. HOURS OF WORK

The job of Assistant Director – Housing and Communities cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

7. SICK PAY

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

8. PENSION

Local Government Pension Scheme. You will automatically be enrolled in to the Scheme unless you obtain an opting out form from the Pensions Section.

9. POLITICAL RESTRICTION

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).

10. CAR LOAN SCHEME

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.



Terms & Conditions



11. CAR MILEAGE ALLOWANCE

If you need to use your vehicle for business purposes you will be reimbursed at the HMRC mileage rate.

12. SMOKING

The Council has a no smoking policy.

13. FLEXIBILITY AND MOBILITY CLAUSE

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

14. SATISFACTORY MEDICAL REPORT

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

15. NOTICE PERIODS

This will normally be three months in writing on either side but this can be changed by mutual agreement.

16. RESTRICTIONS ON RE-EMPLOYMENT

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.

