

## LEEDS CITY COUNCIL JOB DESCRIPTION

**DIRECTORATE:** Resources and Housing

**SERVICE:** Housing Leeds – Housing Management **GRADE:** PO4

**POST TITLE** Principal Housing Adaptations Manager **POST REF NO:** TBC

### **POST(S) TO WHICH DIRECTLY RESPONSIBLE**

Health and Housing Manager

### **POST(S) FOR WHICH DIRECTLY RESPONSIBLE**

Principal Housing Surveyors

### **JOB PURPOSE**

The Health and Housing Service aims to promote the capacity of vulnerable disabled people to live independently: either in their existing homes, through the provision of adaptations, or to facilitate a move to more suitable housing through a priority award for re-housing. The service also leads on partnering work with the health authority to minimise delayed hospital discharges by helping people to secure suitable housing options.

The post holder will take a leadership role for the surveying, grant eligibility assessment and payment functions relating to adaptation services. The post holder will also play an active role in hospital discharge work including deputising for the Health and Housing Manager at related forums/conferences as required.

### **PRINCIPAL ACCOUNTABILITIES**

- Contribute to the delivery of an effective Health and Housing Service that generates Value for Money and helps achieve wider Council priorities
- To use effective people management skills in order to motivate, develop and performance manage staff within your service area to drive service improvements.
- To contribute to the development and delivery of a Health and Housing Service Plan in line with wider service, divisional, directorate and Council priorities
- To manage, promote and deliver positive solutions to achieving diversity and equality in all aspects of your service delivery, community engagement and human resource areas, focussing on equality of outcome.
- To actively drive continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate and Divisional Management Teams.
- Contribute to maintaining effective communications relating to the Health and Housing Service with staff, service users, councillors, trade unions, partners and other stakeholders.

- To work with elected members, service users and community representatives in ways which support open, inclusive, responsive and accountable government.
- Working as a team for Leeds by developing and maintaining good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds.
- To be accountable for the safety of staff, service users and contractors in accordance with Legislation and the Council Health and Safety Policy.
- To provide appropriate strategic advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- To be actively involved in preparing, managing and controlling budgets and take responsibility where appropriate for assigned budgets.
- Demonstrate a flexible approach to working as required meeting Directorate and Corporate priorities.
- As a leader in the organisation with key people management responsibilities to undertake duties in relation to people management policies.
- To promote the ambitions and values of the Council with staff.

## **SPECIFIC RESPONSIBILITIES**

- To take a lead role on the development and delivery of adaptations services for council tenants, home owners, private tenants and housing association tenants
  - Directly line manage the Principal Housing Surveyor post holders
  - Provide ongoing support and advice to officers employed within the Health and Housing Service
  - Take a lead role for delivering high quality staff support through meetings, supervisions and appraisals
  - Take a lead role in quality assuring all elements of the Health and Housing Service including face to face contact with customers, adaptation scheme design, housing assessment decision letters and financial payments.
- Take a lead role on developing relationships with Adult Social Care and Children's Services in respect of adaptation services
- Contribute to the development and delivery of the Leeds Adaptations Strategy
- Contribute to the effective and efficient management of the Hospital Discharge function and deputise for the Health and Housing Manager at forums/conferences as required
- Play an active role in fostering effective partnering arrangements across the public, private and third sector with a strong emphasis on embedding a case conferencing culture
- Contribute to the development and delivery of safeguarding arrangements for vulnerable adults and children using the Health and Housing Service

**RELATIONSHIPS**

The post holder will be line managed by the Health and Housing Manager within the wider Housing Services Division. The post holder will directly line manage the Principal Housing Surveyor posts and the Independent Living Manager post. The post holder will have management responsibilities for other officers within the Health and Housing Service below the Principal Housing Surveyor and Independent Living Manager posts. .

**PHYSICAL CONDITIONS**

The post will be responsible for delivering services city wide and may be required to work from a variety of locations, depending on the work being delivered.

**ECONOMIC CONDITIONS**

The post is graded at PO4.

**PROSPECTS****PROMOTION**

The post holder will have access to Leeds City Council's vacancy bulletin and would be eligible to apply for appropriate/suitable positions of employment as advertised.

**TRAINING**

Appraisal and development reviews will be undertaken.

**QUALIFICATIONS**

See employee specification

**Job Description Prepared/Reviewed by:**

Rob McCartney  
Head of Housing Support

**Date:** January 2018

**Job Description Approved by:**

Jill Wildman  
Chief Officer Housing Management

**Date:** January 2018

**POST DESIGNATION: Principal Housing Adaptations Manager****GRADE: PO4****EMPLOYEE SPECIFICATION**

In order to fulfil the standard requirements of the post, post holders must meet the following requirements. Candidates for selection for the post will only be short listed for interview if they can demonstrate in their application that they meet these requirements.

<b>SKILLS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
• Ability to provide visible and effective leadership which empowers, enables and develops staff to achieve results.	✓		A/I/T
• Ability to identify and implement change programmes, improve service quality and support a culture that drives up standards and performance.	✓		A/I
• Ability to communicate effectively to a variety of audiences at all levels, including presenting high level information and reports on complex issues in an appropriate way.	✓		A/I/T
• Ability to lead the development of appropriate systems and procedures to enable effective data capture and analysis to inform service delivery.	✓		A/I
• Ability to think creatively and to solve problems in a constructive way.	✓		A/I
• Ability to manage operational service teams within a challenging context	✓		A/I/T
• Ability to work to strict deadlines with conflicting priorities and to manage personal work and time effectively	✓		A/I
• Ability to access and interpret local/national strategy and communicate this quickly and effectively to all interested parties	✓		A/I
• Ability to make a contribution to the strategic direction of the Directorate, Division and services/functions.	✓		A/I/T

<b>KNOWLEDGE/QUALIFICATIONS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
• Understanding of appraisal and evaluation techniques.	✓		A/I
• Understanding of change management principles	✓		A/I
• Understanding of housing law and policy	✓		A/I
• Understanding of the issues relating to disabled people and wider housing need	✓		A/I
• Knowledge of services for disabled people and those in housing need	✓		A/I/T
• An understanding of the roles and responsibilities of the Directorate and other key agencies and stakeholders in the city.	✓		A/T
• A detailed knowledge of key strategic plans including the Vision for Leeds and City Priority Plans and the Council's planning framework.	✓		A/I/T
• A working knowledge of the Council's Values and Leadership and Management standards.			A/I
• Knowledge of Governance requirements and the Council's policies and procedures that would apply to the Division and the wider Directorate.	✓ ✓		
• Knowledge of the Council's decision-making processes.			
• Understanding of Council and partner safeguarding procedures for vulnerable adults and children and how they apply to the service.			

<b>EXPERIENCE</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<ul style="list-style-type: none"> <li>Of working effectively with internal and external partners to contribute to strategic partnerships and programmes and deliver cross sector or cross service projects to achieve positive outcomes.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of communicating appropriately with a wide range of people, through a variety of different methods and gaining the commitment of a range of stakeholders/influencing views and behaviour to meet set objectives.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of developing services to meet continuously changing needs.</li> </ul>	✓		A/T
<ul style="list-style-type: none"> <li>Of managing the effective deployment and support of human resources.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of leading, coaching and motivating teams and individuals.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of managing in a political environment and working on politically sensitive issues.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of managing and controlling significant budgets and achieving budgetary targets.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of interpreting and analysing complex information and data.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of conducting Equality Impact Assessments.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Of delivering effective consultation to support service design, delivery and evaluation.</li> </ul>	✓		A/I

<b>BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<ul style="list-style-type: none"> <li>Actively demonstrate commitment to diversity, cohesion and equality outcomes.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Self directing and motivated to achieve results.</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Commitment to ensure the safety of all staff and stakeholders.</li> </ul>	✓		A
<ul style="list-style-type: none"> <li>Adaptable and innovative and committed to flexible working practices</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Commitment to self and team development and to team working</li> </ul>	✓		A/I
<ul style="list-style-type: none"> <li>Actively demonstrate use of the Council's values as part of everyday working.</li> </ul>	✓		A/I/T

<b>Method of Assessment (MOA)</b>	<b>A</b>	<b>=</b>	<b>Application Form</b>
	<b>T</b>	<b>=</b>	<b>Test</b>
	<b>I</b>	<b>=</b>	<b>Interview</b>