

**Job Description**

<b>Job title:</b> Head of Allocations, Lettings and Income Collection	<b>Service Area/Division:</b> Housing – resident engagement and allocations	
<b>Directorate:</b> Housing	<b>Post Number</b> From Oracle	<b>Evaluation Number</b>
<b>Grade:</b> XXX	<b>Date issued:</b> January 2021 (consultation draft)	
<p><b>Croydon Council's priorities</b></p> <p>We will live within our means, balance the books and provide value for money for our residents.</p> <p>We will focus on tackling ingrained inequality and poverty in the borough. We will follow the evidence to tackle the underlying causes of inequality and hardship, like structural racism, environmental injustice and economic injustice.</p> <p>We will focus on providing the best quality core service we can afford. First and foremost, providing social care services that keep our most vulnerable residents safe and healthy and keep our streets clean and safe.</p> <p>To ensure we get full benefit from every pound we spend, other services will only be provided where they can be shown to have a direct benefit in keeping people safe and reducing demand.</p>		
<p><b>Croydon Council's new ways of working</b></p> <p>We will practice sound financial management, being honest about what we've spent and what we can afford.</p> <p>We will focus on what we, uniquely, can do as the local authority as the democratically elected leaders of our borough. This means we will focus on our core services, and a small number of evidence-based outcomes that deliver our priorities. But we will also continue to use our democratic mandate to convene our partners around a common purpose and to make a clear case for a better deal for Croydon.</p> <p>We will aim to become a much more transparent, open and honest council.</p> <p>We will involve residents in our decision making. But we will also need to be clear with residents about what we can do, and what we can't.</p>		

When we have to say no, we will do so with compassion and take the time to explain our decisions.

**Job Purpose:**

As a member of the extended management team, **Head of Allocations, Lettings and Income Collection** will work collaboratively across their department and with other Heads of Service and directors to ensure the effective and efficient development and delivery of council services that support departmental and council objectives.

As required, the postholder will participate in corporate management activities that cross over service or departmental boundaries.

The **Head of Allocations, Lettings and Income Collection** will be the professional lead for all aspects of the service. Responsible for the strategic planning, co-ordination and delivery of a comprehensive range of housing management and neighbourhood services to tenants and leaseholders across the borough.

**Reports to:** Director of Housing – Resident Engagement and Lettings

**Responsible for:** To be the professional lead for all aspects of the service, , which includes:

- Choice Based Lettings
- Allocations
- Leaseholders
- Garages
- Income collection HRA plus EA/TA income collections
- Welfare Rights Teams
- Staying Put
- Adaptions

The post holder is responsible for a service budget of £ XXm and will deliver services and the associated savings programme and transformation projects within that budget envelope.

***Corporate Accountabilities (all Heads of Service)***

To take a “one Council” approach to deliver more effective outcomes and at all times avoid a siloed, single division or service area approach.

To actively seek out and learn from external good practice and bring those new ideas and ways of working into service development and delivery.

To contribute and lead as required as a project owner on the delivery and implementation of specific corporate projects as required.

To actively role model the council's priorities and ways of working and the council's leadership framework and values.

To lead, manage and develop staff teams and ensure compliance with the council's performance management system and all HR policies and procedures

Be accountable for associated budget and have affordable plans in place to deliver the annual budget and Medium Term Financial Plan.

Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.

To operate within the governance, financial and legal frameworks of the Council at all times.

Ensure equalities is embedded into all aspects of professional and managerial roles, including service delivery and at all times carry out your duties with regard to the Council policy.

Ensure by robust management that the services and staff you are responsible for adhere to the Council's Health and Safety Policy and operate within the safety management frameworks.

To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act, recognising that the council wishes to operate in the most open and transparent way.

Participate in cross organisational risk management and emergency planning activities as required

### **Service Accountabilities:**

To work jointly with the director of housing, resident engagement and allocations and other heads of service within the division to ensure the development and transformation of services that meet the new budget envelope in the medium term financial strategy 2021-2024 is delivered.

As a professional lead for housing service development, to deliver a high quality new integrated housing service which is respectful and responsive to our tenants and leaseholders, managing all residential lettings regardless of tenure and funding base ( HRA or GF).

To lead on the housing allocations policy and ensure the housing waiting list is kept updated

To lead and work collaboratively with other council services, partners and residents on service development and improvements to ensure delivery of housing targets.

To lead on the client/service provider relations under the SLA concerning the provision of housing services and the delivery of agreed KPIs and Local/National standards on behalf of Croydon landlord services.

Managing a multi-million pound (£xx) housing management budget, using sound financial management and application of the Council's financial regulations to ensure spending is within budget and providing value for money and identifying any potential for efficiency savings.

Instill a culture of customer service and 'can do' attitude across teams

Preventing asset loss by developing strategies to identify and prevent housing fraud within the housing stock.

To ensure we are collecting income at a high level and supportin residents who need our help.

To ensure fairness and probity across the allocations system.

To take decisions on strategic issues involving legal, technical, social, economic and cultural matters concerning housing management policy & procedures.

The list of duties in the role profile should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above role profile but please note that the Council reserves the right to update your role profile, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

### **Key Stakeholder Relationships:**

#### Internal:

Members; Chief Officers; Directors; Heads of Service; other teams and senior departmental colleagues across the whole council; trade unions

#### External:

Local, regional and national government bodies, agencies and NGOs; professional bodies; other local authorities; partner organisations; statutory bodies; members of the public and community groups; national and local press; trade unions; contractors and suppliers; MPs and MEPs; GLA/London Mayor's office; courts; legal and other representatives; the Housing and Local Government Ombudsman.

**Political Restrictions:**

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work. **Will only apply to HOS whose duties also involve giving advice to committees, sub-committees or to the Executive or speak on behalf of the Council to journalists e.g. Head of Scrutiny, Head of Communications, deputy monitoring and S151 officers**

**Statutory Responsibilities:**

This role has no assigned statutory responsibilities.

**Other Considerations:**

You may, from time to time, be required to work outside of regular office hours including weekends and evenings to attend meetings and community events.

The postholder is required to observe and fulfill the seven principles of public life (also known as the Nolan Principles).

**1.1 Selflessness**

Holders of public office should act solely in terms of the public interest.

**1.2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**1.4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**1.5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **1.6 Honesty**

Holders of public office should be truthful.

### **1.7 Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Person Specification

### Specific Minimum Qualifications and Expertise

#### Qualifications:

It is desirable to hold a relevant professional qualification (e.g. Chartered Institute of Housing)

#### Experience:

- Proven ability to lead a strategic team at a similar level through customer services and leadership capability
- A successful track record and background of consistent achievement at senior management level within the housing sector, in a local authority or large complex organisation.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.
- Demonstrable excellence in team management and service delivery in relation to the provision of customer orientated services that achieve successful outcomes.
- Experience of working in partnership with a wide range of internal and external stakeholders / bodies including statutory bodies and organisations

#### Knowledge and Skills:

- An in depth expert legal knowledge of Landlord and Tenant legislation including the Housing Act 1985, the Environmental Protection Act 1990 and s.59 (2) Clean Neighbourhoods and Environment Act 2005.
- Advanced knowledge of the ASB, Crime & Policing Act 2014, the Crime and Disorder Act 1998 and the Anti- Social Behaviour act 2003, as the legislation relates to anti-social behaviour on social housing estates.
- Advanced knowledge of the financial framework and employment legislation within which a social housing management service is provided.
- An up to date knowledge of relevant national, regional and local policy in order to develop strategies and plans
- High level of communication skills to persuade and engage audiences and form positive relationships at all levels (internally and externally).
- Knowledge of close working with Cabinet Members and senior managers
- Ability to work in a collaborative way to transform service delivery including the ability to manage internal departmental relationships

- An acute understanding and knowledge of financial and budget management including probity, commissioning, delegations, forecasting and management accounts.
- An acute understanding and knowledge of housing and related issues on a local, regional and national basis
- Evidence of being a strong corporate player who will lead, motivate and inspire their teams and build a high performing culture.
- Ability to work effectively across a range of service disciplines and with a range of people.
- Commitment to the Council's core value and objectives

### Corporate Values

Our values are the base of every job role within Croydon – our values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values and this will be assessed using the criteria below:



**One Team:** To cross boundaries to work together towards shared goals with colleagues, partners and communities

- You are strategically innovative in your approach to building and maintaining partnerships and you and your teams act in a joint enterprise with them. You use your contacts and colleagues to bring teams together.

**Proud to Serve:** We strive to always do our best for the community, getting the most from limited resources and using taxpayers' money wisely

- You are proud to be part of the wider Croydon and the contribution you and your teams make to it. You make a difference to people's lives through engagement and you strive to get the best possible value for money for customers.

**Honest and Open:** We work hard to build trust by treating everyone with honesty and integrity

- You think through who needs to understand what during communication; and take care to communicate detail clearly. You take people's views into account continuously. You trust people, colleagues and staff, to do their best and deal with any issues positively.

**Taking Responsibility:** We encourage and support each other to take responsibility and show what we can do, learning together and recognising each other's contributions

- You are clear where formal accountability lies and where we can all take responsibility for results. You praise your colleagues for their efforts and ideas and thank them for their contributions.

**Valuing Diversity:** We make the most of the many perspectives that make Croydon distinctive

- You treat all staff and customers with equal value and respect. In everything you do, you make good use of the wide variety of background, skills and perspective your teams, the Council and the community demonstrate.

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