

## Job Description

<b>DIRECTORATE:</b>	Chief Executive's Directorate
<b>DEPARTMENT:</b>	Finance, Housing and Change / Partnerships and Housing / Housing and Homelessness Services
<b>POST:</b>	Group Manager – Housing and Homelessness Services
<b>GRADE OF POST:</b>	GR16
<b>RESPONSIBLE TO:</b>	Head of Partnerships and Housing

---

### JOB PURPOSE:

The Group Manager will have strategic management responsibility for all services delivered within the Housing Service. The Group Manager's role is to ensure that the operation of the housing service is managed professionally and that the Head of Partnerships and Housing is competently supported in the provision of housing related services to residents in Bridgend County Borough Council.

---

### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Oversee and manage the Housing and Homelessness Service for the Council and provide advice to the Head of Partnerships and Housing on all Housing related matters.
- Oversee the planning and delivery of the overarching commissioning and planning objectives for Housing and the Housing Support Grant, ensuring they contribute towards targeting those most in need in the community.
- Initiate and develop partnerships and multi-disciplinary working with other local authorities, regional and national bodies and other public/ private/third sector partners necessary to deliver the housing service.
- Manage the delivery of new affordable housing, oversee the monitoring and management of grant to maximise the investment in in Bridgend County Borough Council including but not limited to Social Housing Grant, Transitional Capital Programme, s106, Recycled Capital Grant etc.
- Proactively develop relationships with all departments across the Authority, providing strategic input regarding the delivery of housing related services as part of a wider review of developments across the Authority.
- Oversee and promote the delivery of the Leasing Scheme Wales by working with private householders or landlords to bring properties back into use to support the social housing market.
- Oversee the development of temporary accommodation options in the area including the use of HMO accommodation and modular housing
- Oversee the Disabled Facility Grant service.
- Lead on all aspects of housing and homelessness services working by with Elected Members, corporate managers and service teams to achieve excellence.
- Initiate and develop partnerships and multi-disciplinary working with other local authorities, regional and national bodies and other public/ private/third sector partners as necessary to deliver the housing and community regeneration service.

- Keep up-to-date with best practice in Housing and Homelessness services with the aim of delivering a modern, innovative service ensuring all aspects of the service meet Bridgend County Borough Council's ambition to provide the best local services in Wales.
- Lead on the creation of all Housing related policies across the Council and to advise the Head of Partnerships and Housing accordingly.
- Implement and manage service level agreements, contracts and negotiations with external suppliers and partners to ensure they meet the appropriate needs of Bridgend County Borough Council.
- Implement performance management within the Housing service to include the production and monitoring of agreed performance and budget information for the Housing and Homelessness Service.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## Person Specification

### Group Manager – Housing and Homelessness Services

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent or with appropriate experience.</li> <li>Evidence of continuous professional development in Housing.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>In depth technical expertise in a variety of environments.</li> <li>Considerable experience of managing multiple teams.</li> <li>Experience of improving service delivery.</li> <li>Project management experience.</li> <li>Experience of performance management.</li> <li>Experience of resource management.</li> <li>An awareness and understanding of political sensitivities and the respective roles and responsibilities of members and officers.</li> <li>Knowledge of key professional legislation and policy issues.</li> <li>Proficient in understanding the needs, objectives and constraints of those in other disciplines and functions within the Council.</li> <li>Experience of successful partnership working and being able to demonstrate the knowledge to ensure that the Council can benefit from partnerships.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Proficient in leadership and people management skills with the ability to get results through working with people.</li> <li>Good presentational, oral and written skills.</li> </ul>	<p>Yes</p>	Interview, application form, and selection process

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities (continued)</b>	<ul style="list-style-type: none"> <li>• Good negotiating skills.</li> <li>• Proven skill in improving business service delivery through innovation.</li> <li>• Proficient in project planning and control techniques.</li> <li>• Able to retain objectivity and proper understanding of a problem or situation in a pressurised environment.</li> <li>• Proficient in being proactive, taking action, and anticipating opportunities.</li> <li>• Skilled in mentoring and developing others.</li> <li>• Customer focused.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>		Production of original Qualification Certificates and application form.