

JOB DESCRIPTION

JOB TITLE:	Healthy Homes Manager	JE NUMBER: A13342
DIRECTORATE:	Housing	BAND: 10
RESPONSIBLE TO:	Head of Statutory Housing Solutions	
RESPONSIBLE FOR:	Technical Officers x 4 FTE's	
MAIN PURPOSE OF POST:	To contribute to the provision of good quality private sector housing throughout the Borough To be responsible for the effective management of the following functions: • To develop, implement and review the Councils Private Sector Housing Renewal Policy/Strategy. • Manage the administration of the Councils financial assistance offer including the Disabled Facilities Grant Service. To supervise and manage the Technical Officers and Housing Assistant as required.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To ensure the effective management of the Housing Renewal Function in relation to budgets, service standards, quality and legislative compliance.
2.	To manage, develop, review and implement the Private Sector Housing renewal policy.
3.	To have budget management responsibility for the Private Sector Renewal programme as allocated via Central Government or other agencies
4.	To lead on strategic and operational initiatives aimed at improving the council's overall approach to the provision of DFG and other financial assistance allowing disabled and vulnerable residents to stay and thrive within their homes.
5.	Form effective partnerships with internal and external partner agencies, services and contractors to achieve an outcome that meets the legislative needs of the client whilst ensuring best value to the available budget.
6.	To provide guidance, and expert advice to the team, members of the Council, Members of Parliament, other Council Services, Trade Unions, statutory authorities, members of the public etc. in accordance with professional and legislative guidance.
7.	Develop, implement and evaluate any necessary changes in the Council's policies, strategies and procedures for consideration and approval by Cabinet
8.	Develop. Implement, monitor and review work programmes in line with budget, service aims and key performance indicators

9.	Devise, implement and monitor performance standards to ensure service targets and customer needs are met
10.	Promote partnership working and represent the Council at all meetings with relevant external stakeholders
11.	To supervise, mentor and audit performance of officers to ensure that the service delivery, departmental and team objectives are met. This will include the participation in recruitment, selection and disciplinary functions where appropriate.
12.	Identify opportunities for external funding which supports corporate aims, objectives and priorities, preparing and submitting bids for external funding where appropriate
13.	Identify, develop and maintain adequate information systems to ensure all statutory and other relevant returns are made by the required deadlines and the timely production of managerial information and performance indicators.
14.	Develop and produce performance management data in relation to internal targets and external benchmarking of the services.
15.	Prepare reports, evidence and any other relevant processes necessary for the progression of complex cases, including Relocation Grants and Discretionary DFG.
16.	To develop and deliver effective training and advice to internal and external customers and partners, including Councillors to ensure compliance with the authority's statutory obligations.
17.	Prepare monitor and authorise legal and other documentation to ensure compliance with the Councils statutory obligations.
18.	Keep up to date with relevant legislation, standards, guidance and technical information and to develop appropriate specialist knowledge of relevant subject areas, imparting this via training and development of staff, to ensure compliance with the statutory requirements.
19.	Engage with customers and seek appropriate outcomes for clients to protect public health.
20.	Ensuring that publicity and information material in relation to the services is accurate and kept up-to-date including that on the Council's website.
21.	Prepare reports for Committee/Lead Member/Cabinet as required and attend meetings with members as necessary
22.	Contribute to the overall management of Housing Services

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.
Climate Change - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	X
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	
As part of the duties and responsibilities of this post, you will be required to make site visits and attend meetings. You must therefore have a valid driving licence and the ability to undertake visits and travel to various locations throughout, and occasionally beyond, the Borough.	YES	X		
As part of the duties and responsibilities of this post, you will be required to carry out property inspections and must be able to climb steps and stairs and work in confined spaces (e.g. attics and basements). This may include occasional use of access ladders and scaffolding	YES	X		

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Healthy Homes Manager	JE NUMBER:	A13342
DIRECTORATE:	Housing	DATE:	2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Demonstrable understanding of Local Government structures and accountability. Detailed knowledge with an ability to interpret current and proposed, legislation relevant to Environmental Health and in particular Housing.	Application Form/ Interview
•	Extensive knowledge of deficiencies and hazards in housing	Application Form/ Interview
•	Information technology literate, including ability to produce documents including explanatory charts and tables, and work with spreadsheets, databases and internet-based software for contract management.	Application Form/ Interview
•	Numeracy skills. Confident in handling financial information including grant submissions and claims.	Application Form/ Interview
•	Good report writing skills	Application Form/ Interview
•	Excellent communication and literacy skills and able to produce and disseminate complex reports including Cabinet reports and briefing reports to senior staff.	Application Form/ Interview
•	Excellent negotiation skills	Application Form/ Interview
•	Ability to keep accurate records	Application Form/ Interview
•	Ability to manage and prioritise workload effectively	Interview

•	Professional, confident, and assertive.	Application Form/ Interview
•	Balancing a proactive and reactive workload, while prioritising work for team members.	Application Form/ Interview
•	Ability to work effectively with minimal supervision and as a member of a team.	Application Form/ Interview
•	Commitment to the health and wellbeing of staff.	Application Form/ Interview
•	Commitment to customer care	Application Form/ Interview
•	Ability to deal with high pressure situations in a calm and collected manner.	Application Form/ Interview
•	Willingness to undertake management and supervisory training	Application Form/ Interview
•	As part of the duties and responsibilities of this post, you will be required to make site visits and attend meetings. You must therefore have a valid driving licence and have a car available to undertake visits and travel to various locations through and occasionally beyond the Borough.	Application Form/ Interview
•	As part of the duties and responsibilities of this post, you will be required to carry out property inspections and must be able to climb steps and stairs and work in confined spaces (e.g. attics and basements). This may include occasional use of access ladders and scaffolding.	Application Form/ Interview
Desirable		
•	Extensive knowledge of housing standards legislation.	Application Form/ Interview
•	Skills sufficient to be able to develop and utilise financial models.	Application Form/ Interview
EXPERIENCE		
Essential		

•	Ability to deputise for the Team Manager including dealing with work of a more complex nature, e.g. contract management, policy/procedure development/interpretation, etc.	Application Form/ Interview
•	Experience of supervising staff in a team environment	Application Form/ Interview
•	Experience dealing with members of the public and in particular landlords and tenants	Application Form/ Interview
•	Experience of negotiating and delivering through contractual agreements.	Application Form/ Interview
•	Experience of project management of home improvement schemes.	Application Form/ Interview
•	Proven ability to manage budgets.	Application Form/ Interview
•	Experience of managing projects and workloads, ensuring successful team working and the satisfactory completion of tasks within an agreed timescale.	Application Form/ Interview
•	Experience of presenting reports to Cabinet, Scrutiny Committee, Company Board or similar.	Application Form/ Interview
Desirable		
•	Working knowledge of the relevant statutory and regulatory standards relating to the operation of the Disabled Facilities Grants (DFG).	Application Form/ Interview
•	Experience of working within the housebuilding, home maintenance or home energy industries.	Application Form/ Interview
•	Experience of managing or delivering a Capital programme or a home improvement scheme.	Application Form/ Interview
•	Significant experience in the inspection of dwellings using the Housing Health and Safety Rating System	Application Form/ Interview
QUALIFICATIONS		

Essential		
•	Qualification to degree or equivalent in a field related to the post, or appropriate equivalent experience.	Certificates
•	Management qualification or significant on the job experience	Certificates
•	Driving Licence	Certificates
Desirable		
•	Membership of relevant professional body.	
•	Building or surveying qualification.	
•	Accredited Housing Health and Safety Rating System (HHSRS) Practitioner training and Enforcement training.	
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective	Interview

Level: 2	change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 2		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level: 2		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the	Interview

Level: 2	organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 2		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture	Interview

Level: 2	where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	
-----------------	--	--