



**Housing and Technical Resources
Executive Director
Job profile**

Grade scale: CO 59 – 61 £170,208 - £174,989

Reports to: Chief Executive

Purpose of the job

To lead the Housing and Technical Resources portfolio, directing multi-functional teams and driving continuous service improvement.

You will have responsibility for ensuring a corporate and integrated approach to the development and implementation of policy, strategic initiatives and management of the council's affairs. In addition, you will ensure a strategic approach to the planning, management and use of the council's property and land assets to support service delivery and progressive working arrangements.

Key tasks and responsibilities

As a member of the council's Corporate Management Team (CMT), to act as the primary interface with elected members of the council; ensuring the effective delivery of services which are consistent with the council's political priorities, values and objectives.

To provide strategic leadership for resource management and policy planning across Housing and Technical Resources.

To lead operational delivery, target setting and continuous improvement within the Resource; ensuring that standards support the council's strategic initiatives, aims and objectives.

To develop and maintain robust management information, performance monitoring and review arrangements to support the best use and development of council resources.

To provide advice and guidance to elected members on policy and strategic matters.

To lead Housing Services; responsible for the delivery of a comprehensive housing management service.

To lead Property Services; responsible for managing the council's portfolio of land and property assets.

To discharge legal duties and responsibilities on behalf of the council, in relation to Housing and Technical Resources, and as a member of the CMT.

To work in partnership with other bodies, organisations and individuals as necessary.

Person specification

Criteria	Essential	Desirable
Education, qualification and training	Educated to relevant degree standard and professional qualification or equivalent.	Membership of a relevant, recognised professional body.
Skills, knowledge and experience	Ability to demonstrate significant Head of Service or senior management / strategic management experience across a large complex public sector or local government organisation. Ability to lead and direct multi-functional teams across the Resource. Can demonstrate substantial leadership and change management experience, showing excellent strategic, operational and financial management skills across a complex public sector or local government organisation. Demonstrates a customer focused approach to service design and delivery aligned to legislative requirements. Ability to build effective relationships and work collaboratively with employees, customers and stakeholders to promote a culture of teamwork, accountability and success.	
Personal qualities	Shows a strong personal commitment to improving local public services. Acts with honesty, integrity and transparency; treats people consistently, fairly and with respect.	

Criteria	Essential	Desirable
	Persistent, tenacious, highly motivated and not easily discouraged. Inclusive and supportive team player. Works in a flexible, adaptable manner; acts with discretion and tact.	
Other	This post has been politically restricted in terms of the Local Government and Housing Act 1989. This post is excepted in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2003.	

Safer recruitment checks

In line with statutory requirements and safer recruitment obligations, we carry out a number of pre-employment checks:

- Asylum and Immigration: right to work in the UK.
- Reference check: external candidates require 2 references, one of which must be from their present or most recent employer; Internal candidates require 1 reference from their current line manager.
- Candidate Disclosure Scotland check (where applicable.)

Behaviour framework

The council's behaviour framework is a set of core behaviours that defines the council's expectations of how employees approach work and deliver the key tasks for the role. The expected behaviours for this role are:

Efficient

- Drives service improvement and innovation by communicating vision and a sense of purpose across area of responsibility.
- Achieves efficiency savings taking account of council objectives and workforce planning requirements whilst improving outcomes for the communities of South Lanarkshire Council.
- Develop services which have a positive impact on the physical environment of South Lanarkshire Council ensuring sustainability of resources.
- Adopt a non-bureaucratic approach to service delivery and encourage others to seek simple solutions to achieve objectives.
- Adopt a project management approach when reviewing services and delivering change.

Flexible

- Plans for the variability of service demand and resource availability ensuring the system has the resilience and capacity to cope with uncertainty.
- Leads creative approaches in designing services and developing new ways of working which achieve efficiency and improvement.
- Views and presents change as an opportunity to modernise and 'future proof' services.
- Drives change by persuading and influencing others.
- Understands the impact on change on others and becomes a focal point of support and guidance in times of uncertainty.
- Takes responsibility for change and coaches others to do the same.
- Communicates facts to dispel rumours.

Performing

- Focus on strategic long-term outcomes, anticipate changes in working practices and effectively manage transitions.
- Works to achieve a vision of customer focus, improvement and excellence within the council, as well as with partners and other stakeholders.
- Gives teams defined structures and clear direction, enabling a strong sense of ownership and personal responsibility for the delivery of outcomes and objectives.
- Health, safety and wellbeing are at the heart of approach and ensure that these principles are understood in the application of your strategic responsibilities.

Working with others

- Spends time building relationships with partners.
- Facilitates elected member involvement and consults with representative groups when formulating strategies.
- Inspires a 'one team' culture.
- Builds networks, locally regionally and nationally to help provide support and expertise by shaping and driving forward agendas and addressing concerns.
- Role models inclusive leadership; respecting colleagues, partners and customers and treating people according to their needs.
- Engages with communities, internal and external partners ensuring the full range of views are taken into account.
- Understands the importance of communication, evaluates its effectiveness and takes steps to improve; leading and encouraging open communication at all levels in the organisation.
- Understands respectful challenge and makes own case whilst recognising the concerns of others.

Leading

- Visible and accessible to employees within your service/area of responsibility.
- Role model for inspirational leadership.
- Builds commitment and engagement to improve team cohesion and outputs.
- Demonstrates sensitivity and good judgement in decision making and relationships.
- Is able to take difficult decisions in complex and challenging situations for the best interests of the service and the council.
- Evaluates resources, options and consequences in decision making.
- Communicates positive messages about the organisation, acting in its best interests and being an ambassador for South Lanarkshire Council.
- Understands the power and authority that comes with the senior manager role and adapts behaviour to ensure interactions with others are positive and empowering.

- Coaches and mentors' others and has continuous learning and development as a key priority for the service.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk