



**South Kesteven District Council**

**Assistant Director – Housing**

**Candidate Information Pack**

**September 2017**

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**WELCOME LETTER AND INTRODUCTORY VIDEOS**

South Kesteven is going places.

As well as being a beautiful district in a great location - London is just an hour away by train – it enjoys relatively inexpensive housing and high achieving schools.

Covering 365 square miles, the district is made up of distinctive market towns and more than 80 villages and hamlets nestling in gently rolling countryside.

Grantham, the largest of our towns, was earmarked as a ‘growth area’ in 2007 and is gearing up for major development in the coming years, including a new Garden Village development to the South of the town, a new multiplex cinema development in the centre and possibly a £100 million designer outlet village.

It is followed by Stamford, which is celebrating the 50th anniversary of becoming the country’s first conservation area. A stunning Georgian town, referred to by some as the ‘Bath of the North’, Stamford was voted the best place to live in the UK by the Sunday Times in 2013.

Last, but by no means least, we have Bourne, the heart of British motor racing and The Deepings, which hosted its first Literary Festival in 2017.

Our communities are constantly evolving and the population is projected to grow from its current 138,000 to around 158,000 in 2037. This is over and above the overall growth rates for the East Midlands and England generally.

South Kesteven District Council is a £100 million a year business providing 144 services to residents, businesses and visitors, from housing solutions to emptying bins, planning to dealing with planning applications and managing award winning parks.

We also organise popular festivals, including the hugely successful science festival, ‘Gravity Fields’, which celebrates Grantham’s links with its most famous pupil, Isaac Newton. This festival, which is growing exponentially, alternates with the even bigger Stamford Georgian Festival, which returns this year. As well as being fabulous events for residents and visitors alike, these two festivals generated more than £1.5 million for the local economy in 2015/16.

Our staff work alongside 56 democratically elected members who represent 30 wards across the district. They help shape what we do and bring together the needs and expectations of their communities in order to make balanced decisions.

South Kesteven District Council has ambitious growth plans at the top of its agenda and a vision to create thriving communities where people want to live, work and invest.

Now is a fantastic time to join a council that is going through a period of renewal and newfound determination to be one of the best in the country. We're looking for people with drive, enthusiasm and creativity to join us as we work differently and become more commercially and customer focused.

**Please** [**click here**](https://www.youtube.com/watch?v=xmInN0fLLD4&feature=youtu.be) **for an introductory video from the Leader, Cllr Matthew Lee and Chief Executive, Aiden Rave.**

**ABOUT SOUTH KESTEVEN DISTRICT COUNCIL**

**Political context**

The Council is Conservative led. We have a new Council Leader, Councillor Matthew Lee, who is keen to build on the solid performance and reputation of SK and take it into an exciting new era.   
  
Traditionally, SKDC has been a pragmatic and politically stable council. The political mix is currently 42 conservative, three Labour, four SK Independents, six independents and one unaligned.   
  
Our next elections are due in 2019, when all seats will be up for election.

**Supporting good housing for all**

We are committed to creating the environment to provide good housing for all across South Kesteven.

SKDC recognises that housing is important, not only in providing shelter and security but also in helping to shape places, neighbourhoods and communities, and in having an impact on health, education, employment and independent living.

**From April 2016 to date, we have also:**

* Provided more than 1,300 households with advice and assistance relating to housing
* Prevented 128 people from becoming homeless
* Made 195 statutory homeless decisions
* Provided rent deposits to support 16 households to obtain accommodation in the Private Rental Sector
* Allocated and let 415 council homes and nominated 316 families to housing association properties
* Dealt with 270 cases of anti-social behaviour across the district
* Achieved 95.8% satisfaction among new tenants relating to the service they received
* Introduced a new allocations policy to take account of the learning from a review of the operation of the previous policy, new legislation, good practice and research regarding the approach of other local housing authorities.

The potentially beneﬁcial impact of housing on the local economy should not be overlooked and contributes positively to the district’s economic development.

The growth plans for the district anticipate the development of thousands of homes in Grantham at the North West Quadrant/Poplar Farm and the Southern Quadrant, creating employment and skills development opportunities over a number of years and encouraging people to live and work in the district.

We have been building too. Four one-bedroom flats have been built on Earlsfield Lane in Grantham. The Earlsfield Lane site (now known as Jessop House after William Jessop, who built Grantham Canal) has re-vitalised the once derelict site and has included the construction of parking spaces and landscaping works.

The development site is part of a 27 home, £3.1 million building programme - which also includes 18 affordable homes on Trent Road in Grantham, which will be a mixture of houses and apartments.

In addition, a further five bungalows are also being built on land at Westry Close in Barrowby village in conjunction with parking improvements in the area, which were completed in May 2016.

The mix of property types across all three sites will suit tenants of all ages and some will meet the needs of people with disabilities and specific needs.

**Looking after our homes**

More than 1,000 improvements have been made so far to council housing in South Kesteven in 2017. And another 1,135 projects are set to be completed between now and the end of the end of March 2018.

The cost of last year’s projects was £7 million and the current programme is worth £7.6 million.

We are absolutely committed to maintaining and improving our homes. Work continues to renew old kitchens and bathrooms and to replace and upgrade boilers, heating systems and electrical installations.

We have also upgraded fire and carbon monoxide detection equipment to improve home safety, and external work has been done to renew old roof coverings, gutting, doors and windows. Re-pointing work has also been carried out.

Improvements have also been made to thermal efficiency, which has reduced heating costs to tenants. Work is ongoing to upgrade loft insulation in roofs, install more efficient boilers and heating systems and provide insulation to the external walls of solid wall and hard to heat properties.

On top of all this in the financial year that ended in March, disabled adaptations were made to 430 council homes. These included minor adaptations like fitting grab rails and hand rails right through to major work to make accommodation and bathroom facilities available.

Programmed work currently underway includes:

* 570 homes will get central heating work
* 130 homes will get kitchen work
* 80 homes will get bathroom work
* 150 homes will get re-roofing work
* 60 homes will be re-wired
* 20 homes will get external door work
* 20 homes will get window work
* 105 homes will get external wall insulation

Internally, our building control team (now part of the East Midlands Building Consultancy) have received 19 nominations under various different categories in the 2017 East Midlands Region, LABC Building Excellence Awards, and were finalists in four of these.

**THE OVERALL CONTEXT FOR HOUSING**

**Where the organisation has come from and contextual issues impacting upon the role**

* As both a housing services provider and as a council, we have been pretty traditional and cautious in our outlook and approach. However, a new political leadership has injected a sense of both urgency and ambition throughout the organisation
* From a housing services point of view, we have been through a period of review and change, and we now have staff roles that align better to the demands on our services
* We have been building new social housing
  + At the end of this year, we will have built our 60th council house, some of which have been adapted for special needs
* We have also been working on reviewing the housing strategy
  + We are not seeking to build a run-of-the-mill, weighty, data-focused document, but rather something that’s based on reality and what people see on the ground
* All in all, it has been quite a challenge meeting the all round, day to day needs of tenants but also funding homes that are suitable, affordable, meet tenant needs, and provide good life experiences re where they are situated
* We have worked with members in a very focused way to take on their ideas
  + We have brought in partners to get their opinions and views, as well as tenants
  + We have held ‘round tables’ with providers, developers, local firms, and landlords – looking to take on board their views re how to take advantage of their expertise and drive delivery
  + And we have thought carefully about how to shape our service offering, especially our social housing offer, to complement developers in the private sector
* The community is not as diverse as many in the country but still comprises a wide range of people
  + There is a high proportion of relatively high earning professionals with high quality housing; a good number of households are more wealthy in the south of the district
  + There is a rather different profile in the north of the district, with lower land values and house prices
  + A significant portion of the population commutes to work elsewhere
  + In terms of the population that works in SK, average wage levels tend to be lower than the regional average
  + Generally, we perceive a disparity between people who know it’s a great place to live and therefore choose to live here, but to date we have not had the compelling offer to attract major employers to invest directly in the district
* Housing stock:
  + Just over 6,100 stock of social housing
  + Generally in good condition
  + We have a fully funded housing investment programme
  + Still have a few non-traditional construction type, but no significant challenge in maintaining the stock
  + We manage the stock ourselves
  + We have in-house voids, repairs and property teams
  + We do experience some challenge in recruiting property professionals, mainly due to the levels of remuneration we are offering in comparison to other employers
* New areas of focus:
  + There is a clear political mandate to ‘think big’ about housing and specifically how we might utilise our stock to work with partners to leverage further development
  + This will introduce a number of different and alternative models, enabling us to deliver significant new housing and at pace; there is a clear appetite to deliver something different – even more customer focused, and helping people self-serve where they can
  + This means not just looking to have a partnership in place that helps deliver new housing, but also a service delivery arrangement that means we can create a strong step-change in terms of the customer experience, and that adds to our capacity
  + We have our own housing company that we established recently; there could be some delivery aspects through that company – or not as the case may be – we will be looking for experience and guidance here from this new role; for example, we are open to the possibility of engaging a private sector partner
* Political context:
  + Pragmatic
  + Our new political leadership is extremely driven and active, and the Cabinet is practical and’ hands on’
  + We are keen to look at all options and examples from anywhere
  + We are keen to explore all opportunities
  + As mentioned earlier, we are willing to consider all forms of partnerships – shared services, spin-outs (having established out own housing company recently – there is clearly a potential for new forms of delivery of services through that)

**THE ROLE**

**PURPOSE**

**Specifically:**

Housing is no longer a peripheral activity in the local authority world; rather, it is at the centre of our world and thus a key element to the success of the district and its growth. So, working with the Corporate Management Team and Cabinet Members to deliver on an ambitious growth agenda:

* We need you to ensure that South Kesteven has the right kinds of housing, at all levels, for all of our communities in the district
* To do this, you will provide leadership, management and development of the Council’s housing service, planned and responsive repairs and improvements, and delivery of the new build housing programme
* And in doing so, you will:
  + Support members re their wider ambitions for housing
  + Provide support for on-going policy development consideration

However, delivering on our strategic ambitions means not just focusing on housing, but also on other related services. So:

* We also need you to ensure the delivery of services that address wider issues in the district, such as homelessness, liaison with other agencies, and weaving together inputs from those agencies in order to make the detail and customer experience around service delivery holistic, customer centric and effective

**The role naturally splits across the following themes:**

* Housing development, both within the HRA and externally
* Partnership management and alternative delivery arrangements
  + Developing a shared ethos/way of working, so that customers feel and experience an integrated service
* Modernisation of existing service delivery arrangements
  + Breaking down professional silos
  + Re-developing our service offering around the needs of our customers

**KEY PRIORITIES/OBJECTIVES**

**Immediate**

* Ensure that we have robust and realistic key development priorities for our housing sites, whether funded through the HRA or from external funding
* Help finish the review of the HRA business plan, alongside the partners that support it
* Oversee the introduction of new and refreshed tenancy engagement arrangements

**Medium term**

* Contribute to an increasing focus and interest on consideration of different options for service delivery, particularly delivery of housing development at scale

**Longer term**

* Understanding how our housing development in particular can assist our economic development regeneration schemes, especially within Grantham, but possibly with other smaller schemes too
* From a services viewpoint, ensure that we develop our on-line and digital offerings; this is not about shifting all of our offerings on line, but nonetheless, looking at every opportunity to modernise and advise on improvements, whilst always ensuring that ‘face to face’ services are available if/where needed

**SPECIFIC RESPONSIBILITIES AND OUTCOMES - HOUSING**

* Lead on policy development in relation to the HRA Business Plan, homelessness and housing needs together with the development of strategy for HRA investment and use of existing HRA assets
* Act as the Council’s expert on housing services and provide advice and guidance to ensure that the Council accesses best practice and delivers quality outcomes for customers
* Ensure the effective use of resources – capital and revenue budgets, resource planning and management
* Establish a professional, customer focused and flexible housing landlord service that lets and leases all residential properties, both owned by the Council and managed on behalf of other providers, and complies with all of its statutory obligations
* Ensure that the Council’s statutory obligations for the maintenance and management of the housing register and associated responsibilities are effectively met
* Ensure the provision of efficient (including homeless advice, prevention and assessment) services, private sector landlord partnerships and the management of temporary accommodation
* Deliver cost effective planned capital improvements, responsive repairs and void management services which meet statutory compliance duties and local delivery standards
* Ensure the effective management of the Council’s commercial property portfolio and facilities management service
* Develop and implement options to maximise the delivery of new housing development using a range of funding opportunities and tenures
* Lead and drive organisational change to deliver quality services at acceptable levels of cost
* Develop and continuously improve services that our customers value
* Oversee the commissioning, negotiation, and administration of services in relation to housing and housing asset management
* Lead the focus on income maximisation, working with the Revenues Team to ensure rent and service charge costs are billed correctly and debts are collected in a manner that helps optimise tenancy sustainability
* Act as the lead on safeguarding issues on behalf of the Council and work with other teams to ensure that statutory obligations are met

**SPECIFIC RESPONSIBILITIES AND OUTCOMES - CORPORATE**

As an Assistant Director at South Kesteven District Council, you will be expected to be a positive member of the management team and to lead by example. You will also be expected to conduct your duties within the appropriate professional and legal standards. Specifically:

* Leading the delivery of intended outcomes through effective leadership and management against key performance measures.
* Fostering a learning organisation by bringing best practice to the organisation from across all sectors and encouraging a culture of openness, mutual support and autonomy.
* Visibly leading and motivating staff at all levels to work within a culture that is open, honest, shares knowledge and develops best practice, underpinned by rigorous support and development.
* Representing the Council as required at meetings, inquiries and events as directed by the Strategic Director.
* Providing detailed information on an ad hoc basis in the form of written reports and/or personal briefings to senior management, Cabinet and/or Elected Members when required.
* Building networks outside the Council, to influence decision making across the public, private and third sector.
* Managing significant delegated budgets and resources on behalf of the Council, ensuring they are used in a way that demonstrates value for money, a focus on delivering intended outcomes and compliance with statutory financial regulations.
* Ensuring that appropriate controls (e.g. governance, project management, change control, security policies etc.) are undertaken in such a way so as to ensure high quality and timely outcomes to meet organisational requirements.
* Ensuring that health and safety legislation and the Council’s health and safety requirements are complied with and monitored within the area of responsibility.
* Ensuring good performance management systems are implemented rigorously for individuals and teams against agreed standards and outputs.
* Leading strategic, Council-wide programmes and projects ensuring they are managed and controlled effectively and delivering their intended outcomes.

**KEY RELATIONSHIPS**

# Role reports to:

* Tracey Blackwell, Strategic Director

**Other key relationships**

* Internally
  + The Cabinet Member for Housing, and other members (including the Leader) as appropriate
  + An Assistant Director cohort of around 7, all of whom work quite closely as a team
  + The three tiers of management (team leaders, assistant directors and directors) all work closely as one leadership team, so this post will need to forge those relationships in all directions, including with the chief executive
    - All tend to work on projects right across the Council at different levels in a non-hierarchical manner of working
* Externally
  + Lincolnshire County Council, especially around adult social care
  + The regional District Housing Network, comprising a partnership across the County Council, other districts and wider agencies, focusing on the broader policy aspects of housing and specialist housing
  + Other registered partners; we have around six active housing associations who continue to develop and work with SKDC

**THE TEAM SUPPORTING THE ROLE**

* 4 direct reports
  + Housing Strategy & Needs Team (supported by a Team Leader)
  + Housing Management Team (supported by a Team Leader)
  + Property Team (supported by a Service Manager)
  + Responsive Repairs Team (supported by a Service Manager)
* Roughly 130 total FTE employees under this role

**PERFORMANCE IN THE ROLE WILL BE JUDGED BY:**

**Hard criteria**

* A series of performance targets, including, but not limited to:
  + Financial
  + Delivery of the capital programme
  + Service performance outputs

**Soft criteria**

* A regular process of dialogues with Tracey, talking about areas of focus and success
* Feedback from other colleagues and partners, plus members and other directors

# THE PERSON

It is important that in your supporting statement, you seek to address and provide evidence, as far as you can, for each of the criteria identified in Part One of the Person specification below. The preliminary interview will further probe these criteria as well as exploring Parts Two and Three.

**PART ONE – ‘Hard’ attributes**

**Essential experience/track record**

A demonstrable, successful and proven track record of:

* Managing a range of housing services (not just one only)
* Experience of new build delivery/developing new housing/bringing housing from concept and creation, through to a finished product
* Working with a partner/partners to ensure delivery of aspects of housing services and delivering in new and different ways – and thus ensuring better outcomes for customers
* Reducing costs by improving the efficiency of services/changing services/improving systems

**Desirable – experience that would be superb/great to have, although not strictly essential**

A demonstrable, successful and proven track record of:

* All of the above, but working at a higher scale – in this case, more than 50 new builds a year
* Experience of different kinds of delivery partnerships, such as the private sector
  + NB: Experience and learning gained from joint venture working would be especially appealing
* Deploying strong communication & PR skills in delivery of all of the above
  + Ideally, we are looking for someone who, through experience, has realised and appreciates that FOI requests, responses to press enquiries, member enquiries and other internal comms issues are not to be feared; rather, they can actually be turned around into opportunities to sell the service, as well as the organisation and its ambitions
* Delivering real cultural change to an organisation, creating an attitude and mindset throughout that enables better delivery
* A sophisticated understanding of the political landscape in which local government operates, and thus has developed and deployed strong ‘Political’ and ‘political’ nous
* A reputation for a manner and execution of delivery that suggests you really ‘get’ and ‘buy into’ the way we work, our ambitions and aspirations and where we are headed

**PART TWO - ‘Soft’ attributes**

To survive and thrive here, you must be …

* Very people focused; you build people’s confidence and grows skills – rather than ‘dump on’ and ‘blame’ people
* Strongly collegiate
* Open to rather than defensive of comment and critique; keen and happy to take on board the views of customers, members and colleagues so that we can deliver all-round improvement rather than single service changes
* Very in tune with our elected members and their direction of travel, their need and thirst for information and regular briefing, and to be kept aware of issues – and seeing no contradiction at all in doing all of the latter, but at the same time, never shying away from giving impartial and professional advice; you get and accept that ‘members set the direction’ – and officers explain the ‘how’
* Very willing to innovate and challenge across professional boundaries – whether your own or anyone else’s; your first and strongest instinct is always to see an issue from a corporate/whole organisation/customer perspective, and not a professional silo and ‘what suits you’ alone

**PART THREE – Issues around ‘fit’**

We posed a range of questions to Tracey Blackwell, to whom the role reports:

**Chemistry and ‘fit’**

**“Tracey – tell us about your style and what is important to you”?**

I am:

* Quite laid back
* Very flexible in terms of how things are delivered, as long as I’m appropriately briefed and aware
* Happy to input and shape ideas if necessary
* And I like a bit of humour

**“What works less well with you”?**

* Someone that disappears and delivers everything alone, without keeping her informed
  + I don’t need to be directly involved in the delivery, just kept up to date
* Someone who is technically adept and professionally qualified, but just blocks ideas and is determined to do things “their way”
  + Indeed, we need quite the reverse; we’re looking for a person who will be keen to ’get out there’ and proactively take on board and tap into every aspect of the Council’s culture, and access the rich veins of information and knowledge we have right across the organisation in order to better inform their thoughts and ideas for service delivery

**“Your personal approach to performance management”?**

* My style is very much to focus not on the ‘how’, but on the ‘what’
* My AD’s agree at the outset the key areas of focus and what success will look like
* Over a process of regular dialogues through the year, we’ll talk about areas of focus and success through 1-1’s, picking up on specific issues and member engagement
* It’s a continuous process, as well as a formal appraisal
* And I’ll inevitably be working closely with this person on a series of live projects

**“What might this person be doing right now”?**

OK, so:

* You may well be a Service Manager/Group Manager within another council; currently looking after a couple parts of housing services/environmental health & housing/a couple teams within a housing association/doing development within a housing association
* You’ve probably had a solid chunk of time as a manager of multiple teams
* You may have been working across organisations, heavily involved in partnership delivery with local councils
* As part of all of the above, you will likely have gained good experience of contract management and commissioning
* You could be someone from an ALMO who still has strong connections into local authorities
* You could be in a housing association, where you are actively involved in developing new homes
* And given the softer attributes we are looking for, it’s highly likely that you know or suspect that ultimately, you want to be a chief executive somewhere – and thus developing and maintaining a successful career track in ambitious organisations is essential to give you the base platform to stand a chance of achieving that ambition
* At the same time, perhaps you see it as being a tad late to make CX, but you sure as anything want to go out on a career high – and are determined to demonstrate what can be achieved with an ‘enlightened’ approach to leading and managing across the full breadth of housing services
* It’s possible though less likely that you could currently be in a county council, but if so, you’ll need to demonstrate that you have the direct customer engagement skills that we are looking for
* It’s also possible though less likely that you are currently in the private sector, but if so you’ll need to demonstrate that you can make the transition into a member-led, democratically accountable environment, which will likely require that you have also worked previously in other sectors

**“How long, ideally, are you looking for this person to remain in post”?**

* We’re definitely looking to attract people who see themselves as ‘on the way up’
* So, around three years?

**“If this person has all the ‘hard experience’ noted above, then they will likely have many options for their career. In that case, why would they want to come here to South Kesteven and to this role”?**

Any, some or all of the following:

The Organisation

* You are looking to work in an organisation, whose scale of ambition matches your own; and that likely means that we are talking about your wanting to be part of shifting culture and performance, at a ‘whole organisation’ level, and not just housing
* South Kesteven, as an authority, is very forward thinking
* As a local authority and organisation, we’re not failing and we’re not in trouble; rather, without in any way being complacent, by comparison with many we’re in a good place – but we want to do so much more
* Local government and the public sector is facing very challenging times, but we always look for opportunities to work within that environment/context to innovate and succeed
* We offer lots of potential to make a real difference for our communities
  + We are ambitious
  + We are financially stable, have the resources to invest – and are doing so
  + This is a great opportunity to deliver something ‘on the ground’
* We have elected members who really are ready to listen and engage
* We have a new and extremely ambitious ‘Political Leadership Team’ that is hungry to deliver on our strategic goals and ambitions
* We have a new, very enthusiastic and equally ambitious chief executive, who is great fun as well as highly motivating to work for and with
* Being financially sound allows us the space for innovation and personal development – and we are committed to that
* We try and flip challenges into opportunities, rather than being reasons not to do things – hence the comment above re FOI’s and press enquiries
* We have a strong strategic vision that is approved and supported by the full Council, and this is an opportunity to be part of implementing that vision
* With that background context of stability plus ambition, you’ll gain a tremendous amount of experience in a short time as we pursue our growth agenda, a renewed focus on customers and change management

The Place

* It’s a great area in which to live and work
* There is a great quality of life
* Education/schools are top notch
* House prices are low relative to many areas in England

The Role

* Professionally and intellectually, there is a combination of some key challenges within the services plus stretching ambitions from members that should engage you sufficiently to have the opportunity to make an enormous difference to the district, and leave a lasting legacy
* You will have substantial and effective resources available to you, in terms of capital and people, in order to deliver
* We have a huge appetite to work in partnership with both the private sector and other parts of the public and third sectors; you will learn a huge amount here, and build substantial and lifelong networks
* We will challenge you constructively, support you, and ensure that you have opportunities to grow within the role
* The role offers you a chance to get your teeth into ‘investing’ into providing safe and secure accommodation, right across all of our communities
* You will not be inheriting a broken or poorly performing team, so you won’t have to get immediately distracted by a huge re-organisation, although you’ll be able to make such changes as you can prove are needed
* You’ll be working with a strong peer group, and a good and supportive corporate management team
* You will have the support of a very experienced, enthusiastic and effective team
* We’ve got a big, exciting capital programme that you will lead
* You will find lots of potential here to bring in significant external investment
* If you want to stay here for a while and aim for a more senior role, then that is a real possibility
* If you aspire to be a chief executive one day, then the potential deliverables and skills to be learned/deployed here will seriously aid you on that journey, and we won’t put any blocks in your pursuing that path

The Rewards

* The non-financial rewards have been outlined above
* Remuneration is competitive
* We offer a good package to assist in re-location

Health & Wellbeing as an employer

* We take the health and wellbeing of our employees very seriously

**TERMS AND CONDITIONS**

**Summary information about the key reward and terms and conditions and associated matters**

**Salary**

Specific range is £58,899 - £70,740, depending upon experience

**Holidays**

Annual holiday entitlement is 25 days (30 days after 5 years service in Local Government), plus a further 8 public holidays

**Pension**

You will have the opportunity to join the Council’s Occupational Pension Scheme (the Local Government Superannuation Scheme)

**Relocation assistance**

Up to £7,000 relocation assistance is available, depending on circumstances

**Political restriction**

The role is not politically restricted

**Flexibility**

Some flexibility in the working hours will be required from time to time. The role description is not intended to be exhaustive. You will be expected to adopt a flexible attitude to duties, which may have to be varied (after discussion with yourself) subject to the changing needs of the organisation

**Authority to work in the UK**

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided by you as proof of identity are retained for our records. By providing these proofs, the Council will treat this as your consent for this to happen

**DBS clearance**

This role is subject to DBS clearance

**HOW TO APPLY**

This guidance contains important information to help with your application.

**General Conditions**

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the role wherever possible and it would help us to know your needs in order to do this.

**To apply for this role, we would like you to provide the following:**

* A motivation statement (ideally no more than 2 sides of A4), which explains why you are applying for this role and the contribution, style, skills and experience you will bring to it.
* A supporting statement, providing evidence/examples of how you match the 4 key requirements of the role as outlined in Part One ‘essential’ section of the ‘role profile’, and where possible, the 6 key requirements of the role as outlined in the ‘desirable but not essential section of the ‘role profile’.
* A comprehensive, up to date and current CV ensuring all gaps in employment and education history are fully explained.
* Contact details of three referees so that we are able to take up your references if you are shortlisted for panel interview (referees will not be contacted without your permission).
* A completed Equal Opportunities monitoring form (see below). We are keen to ensure that our roles are accessible to all members of the community and use this data to monitor our progress in doing this.

The equal opportunities and monitoring form can be found at the end of this pack. This is a word document that you need to complete and return to us.

Please ensure you return the above documents by the end of the closing date (see below), to **SK1057@davidsonpartners.com**

* Following long listing, you will be contacted directly with an update on the status of your application. In line with the timetable below:
  + Those candidates who are longlisted will be invited to an initial screening interview with our advisors, Davidson & Partners
  + A shortlist will then be selected for final Officer/Member interview (possibly plus additional assessment); in advance of this interview, you will also have the chance to have an informal telephone conversation/meeting with Tracey Blackwell, to whom the role will report

Please ensure that you let us know in your covering letter if there are any specific dates that present you with a problem.

**INDICATIVE TIMETABLE**

**Closing date** Monday, 16 October

**Longlisting** TBA

**Preliminary Interviews** TBA

**Shortlisting** TBA

**Informal meetings/conversations** TBA

**Final Member Panel** 13 November

If you have any specific queries about the role, or wish to have an informal and confidential discussion, then please call or email our advisors at Davidson & Partners:

Hamish Davidson: [hamish.davidson@davidsonpartners.com](mailto:hamish.davidson@davidsonpartners.com)

M: 07932 698 807

Jack Williams: [jack.williams@davidsonpartners.com](mailto:jack.williams@davidsonpartners.com)

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**Further Information**

[Click here](http://www.southkesteven.gov.uk) to view SKDC’s website.

[Click here](https://www.dropbox.com/sh/xbpj0i3p5237t79/AABsHmaGLn1_YRfG7S41UzTUa?dl=0) for a Dropbox folder where you can download further information documents. This folder contains:

* Annual Report for 2015-2016
* Draft Housing Strategy
* Housing Revenue Account Business Plan
* Senior Management Structure

*If you have any issues accessing the files in the Dropbox folder, please email* [*jack.williams@davidsonpartners.com*](mailto:jack.williams@davidsonpartners.com) *and we will send you the files as attachments.*

**DIVERSITY MONITORING FORM**

|  |  |
| --- | --- |
| Role: | Assistant Director for Housing, South Kesteven District Council |
| Reference Number: | SK1057 |
| Where/how did you first learn about the role? |  |

**We are committed to employing a workforce that reflects the community we serve. Please help us to monitor our progress by completing the details below. Your information will be treated confidentially.**

**Gender**

What is your gender?

Male  Female  Prefer not to say

**Pregnancy and Maternity**

A woman is protected under section 18 of the Equality Act 2010 and cannot be treated unfavourably because of her pregnancy

If you are a woman, are you pregnant, on maternity leave or returning from maternity leave?

Yes  No  Prefer not to say

**Disability**

The Equality Act 2010 says that a disabled person is someone with a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Examples include cancer, diabetes, multiple sclerosis, heart conditions, hearing or sight impairments, or a significant mobility difficulty and mental health conditions or learning difficulties.

In relation to the definition above, do you consider yourself to be disabled?

Yes  No  Prefer not to say

**Age range**

18-24 25-34 35-44 45-54 55-64 65+ Prefer not to say

**Religion or belief**

Please tick the box from the list below which best describes your religion or belief:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Christian |  | Hindu |  | Jewish |  |
| Muslim |  | Sikh |  | Buddhist |  |
| No Religion |  | Prefer not to say | |  |  |

Any other religion, please specify:

**Gender Reassignment**

The Equality Act 2010 defines a transsexual person as someone who *“is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex”.*

In relation to the definition above, do you consider yourself to be transsexual?

Yes  No  Prefer not to say

**Ethnic Origin**

Please tick the box from the list below which best describes the ethnic group to which you belong:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** | | **Black** | | **Asian** | |
| British |  | British |  | British |  |
| English |  | African |  | Indian |  |
| Scottish |  | Caribbean |  | Pakistani |  |
| Welsh |  | Any other Black background, please specify: | | Bangladeshi |  |
| Irish |  | Any other Asian background, please specify: | |
| Northern Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background, please specify: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mixed** | | **Other ethnic group** | | Prefer not to say |  |
| White and Black African |  | Chinese |  |
| White and Black Caribbean |  | Arab |  |
| White and Asian |  | Any other ethnic group, please specify: | |
| Any other Mixed background, please specify: | |

**Sexual orientation**

Please tick the box from the list below which best describes your sexual orientation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Gay man |  | Gay Woman/Lesbian |  | Heterosexual/Straight |  |
| Bisexual |  | Prefer not to say |  | Other |  |

***Thank you for taking the time to complete this form.***