



MALDON
DISTRICT COUNCIL

Strategic Housing Lead (12-month FTC) (SD2355)



Job Title	Strategic Housing Lead (12-month FTC) (K SCP £60,637.09 to £67,558.89)
Service Area	Service Delivery
Grade	K
Job Reference	SD2355

Reporting to	Responsible for
Assistant Director: Place & Community	None

Team Purpose
To work with customers to identify the need for additional support, non-compliance and administration of planned prevention and relief of homelessness. Liaising with colleagues and other partners including landlords, parents, relatives and friends.

Role Purpose
<p>To work with officers, elected members and partners to:</p> <ul style="list-style-type: none"> • Write a new, fit-for-purpose Housing Strategy and suite of supporting documents, adopted within 12-months • Evidence transparent cross-departmental working between Housing and Planning • Define agreed data sources that evidence housing need, inform delivery and demonstrate performance • Create a clear roadmap for future housing investment and delivery with defined options and priorities • Build stronger external reputation and increased influence in county-wide housing forums • Enable better outcomes for residents, particularly in terms of housing quality, health, access to services and support

Key Accountabilities
<p>I. Rewriting the Housing Strategy:</p> <ul style="list-style-type: none"> • Ensure alignment with the LDP and LHNA • Engage with all relevant stakeholders to inform priorities and outcomes for Maldon District Council (MDC) over the next 5 years • Embed cross-cutting priorities such as sustainability, health and wellbeing, and housing for vulnerable groups



- Deliver a forward-looking, evidence-based strategy with measurable outcomes

2. Reviewing and Updating the Allocations Policy:

- Ensure legal compliance and fairness
- Reflect current local need and operational effectiveness
- Engage partners (e.g. registered providers) and service users in shaping reforms

3. Integrating Housing and Planning Functions:

- Build stronger joint working processes with Planning Policy and Development Management
- Use housing evidence base to influence planning decisions and local plan delivery
- Contribute to affordable housing negotiations and viability assessments

4. Reviewing and Developing the Following Housing Policies and Procedures:

- Temporary accommodation policy
- Homelessness prevention and relief protocols
- Tenancy strategy and housing-related support

5. Leading Stakeholder Engagement and Cross-Sector Collaboration:

- Work with Essex-wide partnerships (e.g. HDRC on “healthy homes”)
- Strengthen relationships with registered providers, developers, and voluntary sector
- Represent MDC in county and sub-regional housing forums

6. Contributing to Corporate Priorities and Strategic Projects:

- Support initiatives by aligning the Housing Strategy with place-making ambitions
- Provide housing input into climate change and sustainability plans
- Help shape digital transformation and data integration in housing services

Ways of Working	
Collaborative working	<p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p> <p>Develop and maintain relationships with both internal and external customers, interacting through multiple channels.</p>
Customer Service	<p>Playing a leading role in championing the customer and a customer focussed approach to service delivery.</p>
Supporting corporate projects	<p>Provide input to service specific projects.</p> <p>Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p>
Performance	<p>Ensuring a focus on team performance.</p>



Ways of Working	
	Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.
Budget management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.

Person Specification

Qualifications
<p>Degree/relevant qualification and/or extensive work experience in the housing sector.</p> <p>Management or professional qualification or qualified by strong relevant experience.</p> <p>Evidence of Continuous and Professional Development (CPD).</p>

Knowledge, Skills, Ability, and Experience
<p>Knowledge:</p> <p>Awareness of the governance arrangements for the service and the council.</p> <p>Working knowledge and application of housing legislation and operational policies.</p> <p>Understanding of the challenges and opportunities in housing at both national and local level.</p> <p>Continuous improvement and business process redesign to deliver operational effectiveness.</p> <p>Experience:</p> <p>Demonstrable expertise and experience across the housing sector (private/public).</p> <p>Significant experience writing strategic documents (strategies, policies, reports) and working at a corporate level.</p> <p>Experience working in the Public Sector or demonstrable knowledge of Local Authority regulation and governance arrangements.</p> <p>Effective communication with stakeholders including internal and external customers, senior officers, partners (including Registered Providers) and Elected Members, enabling delivery of the role of trusted adviser.</p> <p>Financial and commercial acumen with experience of managing budgets, grants and completing value for money exercises.</p>



Knowledge, Skills, Ability, and Experience

Ability to work with various data sources and interrogate these effectively.

Evidence of cultivating and delivering a high performance, collaborative and inclusive culture, which delivers outstanding outcomes.

Skills and ability:

Able to effectively manage own changing priorities in a fast-paced environment and plan workload to ensure deadlines are met.

Sound organisational skills to ensure effective management of timekeeping and information including diary management to ensure openness and visibility.

Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and service specific systems (i.e. GIS, Uniform, Academy etc.).

Developed and effective verbal and written communication skills including providing compelling and factual documents, presentations and communications.

Ability to identify risks and manage competing priorities for self and the Council.

Confident presenting skills to a wide range of stakeholders and remaining professional and composed under pressure.

Special Requirements

Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	<p>This role is not politically restricted.</p> <p>Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is automatically classed as a politically restricted post as a 'specified post'. See <i>Politically Restricted Procedure note for more detail.</i></p> <p>Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is classed as a politically restricted post as a 'sensitive post'. See <i>Politically Restricted Procedure note for more detail.</i></p>
Disclosure Barring Scheme	This role does not require a DBS.

1. To comply with appropriate legislation, service and council policies.



Standard Terms	<ol style="list-style-type: none"> 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All



employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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