

JOB DESCRIPTION

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Post Title: Hirst Strategic Lead	Director/Service/Sector: Housing and Planning (Housing)	Office Use
Grade: Band 10	Workplace: County Hall	JE ref: 4399
Responsible to: Strategic Housing Manager	Date: March 2024	
<p>Job Purpose:</p> <ul style="list-style-type: none"> To be the strategic Lead for the Hirst master plan delivery across all phases, including both capital programme delivery and asset-based community led housing and project development To be line managed by the strategic housing function within NCC and to report to and take guidance from the Hirst Partnership Board Large scale capital funding acquisition and reporting, taking forward schemes/projects from inception and formation of a business case to completion. To contribute to the delivery of the corporate vision for Northumberland as articulated in the Corporate Plan, Inequalities Plan, Joint Health and Wellbeing Strategy and other key corporate strategies. To be responsible for extensive housing delivery and leadership through neighbourhood change across the Hirst Masterplan area. Strategic Partnership working with invested partners including but not exclusively Bernicia and Advance Northumberland. Overseeing a comms strategy aimed at existing residents/businesses Responsible for leading the development and delivery of a large-scale regeneration scheme, including developing bids to a range of potential funders to support and develop the communities of the Hirst, Ashington, including residents who are asylum seekers or refugees. To manage and support the Hirst Housing Team, providing effective leadership and a positive contribution to the delivery of the Hirst Masterplan. To ensure a systems approach to housing renewal and community development across the Hirst, Ashington. To use legislation, policies and practices to source effective long-term solutions. To develop new initiatives, review existing practices and contribute to the broader development and growth of the service. 		

<ul style="list-style-type: none"> • Drive a performance culture with a focus on a systems approach to tackling inequalities, asset-based community development and continuous improvement, accountability and personal responsibility. • This post is co-funded by Northumberland County Council, Bernica and Advance Northumberland 	
<p>Resources</p>	<ul style="list-style-type: none"> □ One member of staff directly plus a wider team of project staff, commissioned project managers and contractors as required. ▣ Responsible for the co-ordination of collaborative working across partner organisations, service providers and Internally within the council. To provide advice and direction to multiple teams who may not be under the post holders' direct control to deliver against service priorities as required
<p>Finance</p>	<p>Directly responsible for team and project budgets including co-ordinating works to acquire external funding for the pilot area and facilitating the progress of the Coulson Park site - managing projects to an estimated value of £10- 12m over the period 24-27.</p> <p>Gives significant financial and management input to the effective management and reporting of the Hirst Masterplan delivery which requires complex financial assurance.</p>
<p>Physical</p>	<p>▣ Maintain and operate key corporate policy systems. Management of budgets using relevant software. Management of data and intelligence, including complex and sensitive data and personal confidential data, where required.</p>
<p>Clients</p>	<p>Contact with people who have complex needs and require support through RDGS/Housing and the complex needs owners of empty properties, tenants and landlords, including advocacy as required; elected members, MP's; senior managers; partners; support organisations & colleagues; internal and external partners and providers.</p> <p>Strong links with Hirst Partnership Board, Ashington Town Board, Joint Health and Wellbeing Board, Housing Delivery Board.</p> <p>Strategic relationship with partners in the Hirst including public, private and community stakeholders</p>
<p>Duties and key result areas:</p> <p>Hirst Masterplan Delivery</p> <ul style="list-style-type: none"> ▣ Lead on the strategic change, housing renewal and community development included in the Hirst Master Plan, targeting resources at priority projects in the Hirst consistent with corporate objectives of tackling inequalities, economic growth and value for money. ▣ Ensure that all elements of housing delivery under the banner of the Hirst Masterplan are fit for purpose and meet both the service requirements and the needs and expectations of the local community to provide good standard accommodation and property management standards as outlined in the NCC commitment to becoming an exemplar in the provision of Healthy Homes. 	

- ☐ To lead a team responsible for facilitating, developing and implementing a wide variety of place-based projects focused on the Hirst Master Plan which effectively contribute to the Council's priorities to tackle inequalities, economic growth and value for money.
- ☐ Enabling asset-based community development and delivery of new products and services that meet the aims of the community as captured in the Hirst Masterplan.

Finance

- ☐ Secure appropriate capital and revenue resources (internal and external) to successfully deliver the Hirst Master Plan, maximising the level of external funding secured to support the delivery of the Hirst Masterplan including the preparation of project business cases and funding applications.
- ☐ Manage budgets and demonstrate value for money.
- ☐ Lead a team in liaising with community organisations to source funding options for community led schemes.

Staffing

- ☐ To manage and support the development of the Hirst Masterplan delivery team through appraisals, 121's and training and development programmes along with the effective management of staff absence, promotion of good health and safety practices and constructive employee relations.
- ☐ Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues
- ☐ To deputise for senior managers at internal and external meetings as required.

Continuous Professional Development

- ☐ Keep up to date and continued professional development with current relevant legislation, best practice and new initiatives on a national, regional and sub regional level which may affect the service.

Board

- ☐ Prepare reports for, manage and take advice from the Hirst Partnership Board
- ☐ Coordinating the monitoring and review of relevant governance arrangements on an ongoing basis

Stakeholder engagement

- ☐ Build and maintain successful strategic relationships/partnerships (business, public and VCS organisations) between internal colleagues and external people/partners to support delivery of the Hirst Masterplan and a commitment to reducing health inequalities in the Hirst.
- ☐ Represent the Council at external partnership meetings.

Ensure ongoing and meaningful consultation with communities and stakeholders affected by the Hirst Master Plan, including members of the community who are refugees and asylum seekers.

- ☐ Lead and coordinate the Council’s strategic relationship with parties involved in The Hirst Masterplan, developing and delivering a Hirst Community Engagement Strategy.
- ☐ Keep Cabinet, the Executive, and Ward Councillors advised and informed, providing professional advice to elected members, senior managers and service users on matters of strategy, policy and practice relating to the Hirst Master Plan opportunities and ensure that the Council demonstrates best practice.
- ☐ To actively promote the role of The Hirst Master Plan and the Council in relation to its service activities and policies at local, regional and national level as appropriate.
- ☐ Engage with managers & staff across a range of agencies in assessing community needs and addressing health inequalities.

Corporate Priorities and Processes

- ☒ Ensure the service is delivered effectively, considering current legislation and policies, reviewing practices to best meet the needs of the community and wider council objectives.
- ☐ To maintain effective management systems and processes within the Team and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of changes to legislation, strategy or policy.
- ☒ Work with local council and planning teams to consider the development and delivery of a neighbourhood plan that deliver large scale regeneration and positively impacts the performance of our assets and communities.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

☒ **Work Arrangements**

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| <input checked="" type="checkbox"/> Transport requirements: | Involves travel to meetings, sites, projects and other locations throughout the county and beyond.
Flexible working arrangements with the need to work outside of normal working hours as required. |
| <input checked="" type="checkbox"/> Working patterns: | Some exposure to working outdoors. |
| <input checked="" type="checkbox"/> Working conditions: | |

PERSON SPECIFICATION

Post Title: Hirst Strategic Lead	Director/Service/Sector: Housing and Planning / Housing	Ref:4399
Essential	Desirable	Assess By
Knowledge and Qualifications		
<ul style="list-style-type: none"> Degree level or equivalent standard of general education. Thorough understanding of asset-based community development. Relevant professional qualification Thorough understanding of relevant legislation, regulations, policy and professional best practice in housing regeneration Working knowledge of alternative governance arrangements (and their implications) and funding options available for regeneration purposes and evidence of successfully applying this knowledge Evidence of continued professional development <p>Knowledge and understanding of the main health inequalities in Northumberland and the social determinants of health</p>	<p>Project management qualification or experience</p> <ul style="list-style-type: none"> Understands the diverse functions of a large complex public sector organisation and the relevant professional issues Evidence of recent and relevant management training Relevant management degree or post-graduate diploma e.g. MBA, DMS 	
Experience		

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Track record of securing and managing funding for comparable schemes, demonstrating value for money <input type="checkbox"/> Experience in engaging effectively with others and building productive partnerships to deliver a wide range of project activity <input type="checkbox"/> Experience and a proven track record in the formulation and delivery of housing regeneration strategies, capital projects and programmes within an organisation of comparable scope and complexity <input type="checkbox"/> Experience and demonstrable success in the management of housing change and of securing the support of others in the process <input type="checkbox"/> Demonstrable experience of asset-based working with communities <input type="checkbox"/> A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders <input type="checkbox"/> A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of project management software systems <input type="checkbox"/> Experience in management or leadership of significant programmes with external funding 	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Skills and competencies		
<input checked="" type="checkbox"/> Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing staff and fostering a positive organisational culture	<input type="checkbox"/> Advanced skills in Microsoft Office	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

<ul style="list-style-type: none"> <input type="checkbox"/> Financial and commercial awareness <input type="checkbox"/> Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members and senior officers that command respect, trust and confidence <input type="checkbox"/> Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular <input type="checkbox"/> Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems <input type="checkbox"/> Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions <input type="checkbox"/> Well-developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others <input type="checkbox"/> Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, communities and other stakeholders 		
<input type="checkbox"/> Physical, mental and emotional demands		
<ul style="list-style-type: none"> <input type="checkbox"/> Normally works from a seated position with need to walk, bend or carry items <input type="checkbox"/> Need to maintain general awareness with lengthy periods of enhanced concentration 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

<input type="checkbox"/> Some contact with public/clients in dispute with the County Council Work in a highly pressured environment dealing with complex and challenging issues.		
Motivation		
<input type="checkbox"/> A strong corporate orientation and a commitment to tackling issues in a non-departmental manner <input type="checkbox"/> Dependable, reliable and keeps good time <input type="checkbox"/> Models and encourages high standards of honesty, integrity, openness, and respect for others <input type="checkbox"/> Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued <input type="checkbox"/> Proactive and achievement orientated <input type="checkbox"/> Works with little direct supervision		
? Other		
<input type="checkbox"/> Able to meet the transport requirements of the post	?	?

? Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

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