

Head of Housing Maintenance, Investment and Corporate Health and Safety



JE Code: JE2389

Values – We are dedicated, respectful, collaborative, we are Milton Keynes Council

Service TBC
Reports to: TBC
Job Family TBC
Grade: O
Political restricted Y/N
Date: June 2022

Role

To lead the Council's work in the planning and delivery of Housing Maintenance, Investment and Corporate Health and Safety. This includes housing commissioning, responsive and planned maintenance, investment and divestment, and compliance in line with the current regulations. This role reports to the Director and will ensure the effective management of health and safety across the organisation, identifying and developing measures to eliminate or reduce health and safety risks to as low a level as possible. Ensuring appropriate day to day supervision and management, prioritising and allocating workloads and financial management. To work closely with service providers to ensure all services are well-managed.

To provide professional health and safety advice and guidance to the corporate leadership team, and managers.

Key Deliverables

1.	Ensure health, safety and compliance is managed in line with current legislation across all our properties, including through our service providers.
2.	Implement effective strategic asset management providing performance and cost benchmarking, reporting and governance.
3.	Ensure our properties meet regulatory and legislative standards through continual assessment of stock condition surveys and energy assessments.
4.	Compile annual budgets, using systems stock condition information.
5.	Implement and maintain internal audits to measure health and safety performance, ensuring corrective and preventive actions are managed.
6.	Deliver the investment programme, including carbon and heat efficiency measures.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs

Essential Requirements (key skills & qualifications)

1.	Knowledge and / or experience of successfully delivering 4 or more of the following: Housing Maintenance, Housing Investment Programmes, Energy and Efficiency Measures, H&S Legislation and Regulation, Development and Implementation of H&S or other Management Systems.
2.	Ability to develop cases for complex strategic issues and operations, and to present them to a range of audiences including elected members, councillors, partners and residents.
3.	Degree level education or relevant experience at a senior leadership level, with NEBOSH Diploma or higher.
4.	Ability to manage and undertake risk assessments of strategies and key services and to identify and communicate mitigation measures to colleagues, partners and stakeholders.
5.	Budget management; monitoring and control skills for the scope of services.

Job Family

Strategic Leadership
Grade O



Colleagues Expectations

- Be professional at all times
- Work together for the good of the team, council and local people
- Promote a supportive culture
- Challenge assumptions
- Take ownership
- Be willing to change and do things differently
- Always work in a safe manner

Managers expectations

- Be a role model by displaying positive behaviours at all times
- Make well-considered decisions
- Support, coach and communicate with my team
- Be accountable for my team's performance

The essential characteristic of Strategic Leadership jobs is that they bear responsibility for the planning and development of the Council's approach to its statutory and elective aims, maximising efficiency, value for money and the quality of service delivery across entire operating functions.

Role Characteristics

At this level roles are Group Heads and are very substantial management posts that cover a group of services which may be provided across more than one employer. They are responsible for a number of service streams and their attendant policy, risk management and leadership initiatives.

The Knowledge and skills required

Job holders require advanced theoretical knowledge to make appropriate judgements and decisions at this level. In addition, job holders will maintain ongoing professional development and have a thorough understanding of external legislative and societal change, as well as a deep understanding of the Council's operational structures which both support and depend upon the job holder's actions and advice. Roles will be professional experts, providing expert leadership across a number of Services.

Thinking, Planning and Communication

Job holders will use their professional expertise to deal with highly complex, pressing issues including change initiatives and risk management across an entire Directorate. They will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years into the future, shaping several service's composition, approach and operating procedures in accordance with wider goals mandated by corporate management.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the Council's reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face to face verbal exchanges where job holders will advocate the Council's position in response to opposing opinion in a formal or informal setting.

Decision Making and Innovation

The limitations to job holders' decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Group Head and will devise and implement strategic plans and policy in relation to several service areas.

Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of external service users or partners and will be responsible for critical day to day decisions with legal, reputational dimensions and the development of directorate level policy and functional procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (council-wide systems) or premises (of extremely high value and critical operational importance).

Job holders will have full line management responsibility over several service areas, each with their own full management structure and featuring highly diverse specialties and employee profiles.

Impacts and Demands

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention. Job holders will manage very high levels of work-related pressure from deadlines, interruptions or conflicting demands.

At this level, tasks and duties will generally be carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

Job holders will not be required to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders at this level will find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.