



Job description

Job title:	Regulatory Assurance Lead (Housing) <u>12-month fixed term</u>
Grade:	Band 10 (£32,798 - £35,336)
Directorate:	Housing and Communities
Reports to:	Assistant Director, Housing Management

Purpose of the job

“Providing high quality Council homes and landlord services” is one of the Council’s 6 key priorities. This fixed term role is designed to further support the Council’s commitments to achieve this, with a focus on preparing for regulatory changes as set out within the Charter for Social Housing Residents and emerging Consumer Regulations for Housing.

The role will lead the preparation for the implementation of the new regulatory requirements and consumer standards. The post will be part of the Council’s Housing Leadership Team and will ensure that the Council is able to demonstrate compliance and preparedness for future inspection arrangements in line with the changing regulatory context. It will also provide assurance of the Council’s preparedness to senior officers and councillors.

Main areas of responsibility

- Leading on preparations by supporting other officers with preparation and action planning for their areas of responsibility (for example, tenancy management, complaints, involvement and engagement, performance and satisfaction, health and safety and service standards).
- Acting as a critical friend for housing colleagues in their preparations.
- Taking a programme management approach to track and report on progress on the implementation of the regulations.
- Presenting regular updates to the Senior Leadership Team, Portfolio Holder, Cabinet and the Scrutiny Committee.
- Supporting the Director for Housing and Communities and Assistant Director of Housing Management in their roles and responsibilities relating to the designation of Responsible Person for Consumer Standards and as Nominated Person for Health and Safety.
- Keeping up to date on the latest information about the detail of the standards as they are developed by the Government and ensuring that all relevant stakeholders are aware of any new information.
- Assessing, with the support of the Finance Team, the costs of implementation of the Regulations and reporting that to the relevant stakeholders.
- Working with other local authorities to develop a local response and explore areas for mutual support, sharing of best practice, challenge and assistance.
- Commission other support for the Council’s work in this area for example an

external health check on the Council's progress.

- To manage and deliver the Consumer Regulation Project on time and within budget following good project management practice.
- Identify opportunities for best practice and innovation

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed: June 2022	Reviewing Manager: Assistant Director, Housing Management
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Person specification

Demonstrable experience of project / programme management skills

Developed professional skills and expertise in performance management

Developed experience in social housing (preferably council housing)

Comprehensive experience in performance management including creating systems to collect and present information

The ability to give constructive feedback to encourage confidence in others to deliver change and service improvements.

Good communication skills including the ability to share and report on complex information

Detailed knowledge and understanding of the Charter for Social Housing Residents: Social Housing White Paper and the emerging regulatory context

Good understanding of risk management, risk mitigation and recording to ensure transparency and a proactive approach to risk management

Understanding of and commitment to Health and Safety legislation and guidance

Excellent working knowledge of Microsoft Office suite applications.

Qualifications – likely to be degree level but evidence of relevant experience and achievement in supporting improvement as important

