

Leeds City Council

Directorate	Communities, Housing and Environment
Service Area	Housing
Job Title	Chief Officer Housing
Grade	Dir 80%
Conditions of service	JNC Terms and Conditions
Reports to	Director of Communities, Housing and Environment
Responsible for	Housing Services

Job purpose Strategically responsible for the leadership, management and continuous improvement of a range of Housing services and their functions for council tenants, leaseholders, private rented sector tenants and delivery of statutory homelessness responsibilities.

Responsibilities

- With an emphasis on strong leadership, this role operates within the context of the ambitions for Leeds, and the city's broader strategic objectives.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners support the delivery of real change across the city.
- Lead and be accountable for the delivery of statutory homelessness and housing advice functions including Housing Options, Gypsy and Traveller service, adaptations and private rented sector housing regulation functions including property standards and licencing requirements as well as contributing to reducing the number of empty homes within the city.
- Provide strategic leadership and be responsible for overseeing tenancy management strategies for Council Tenants, address homelessness, safeguarding and support independent living and implementation of strategies to support tenants.
- Lead and ensure compliance with the Housing Regulators consumer standards.
- Creation of sustainable communities through regeneration and housing growth, resident engagement and involvement.
- Establish, maintain and influence relationships with internal and external partners (including private landlords and Housing Associations) to create a multidisciplinary approach to delivering services.
- Ensure the people of Leeds and communities receive responsive and relevant services and recognise and maximise opportunities for a locality based approach.
- Lead and develop the Council's Housing Management Strategy and work with partners and internal and external stakeholders across the city to deliver effective housing solutions for communities with complex and/or vulnerable needs.
- Lead, implement and deliver the Councils Allocations & Lettings policy; optimising tenant and community involvement.
- Accountable for effective management and delivery of the HRA £80m annual capital programme.

- Lead and develop investment planning and asset management to ensure proper stock management of HRA property and be accountable for developing plans for investment that meet current and future needs in line with Council, city and regional and national priorities.
- Accountable for the city's high rise accommodation and associated building regulations.
- Accountable for the management of a responsive maintenance service, ensuring tenants receive high quality services and that disrepair issues and voids are efficiently dealt with.
- Accountable for income management activity to meet required targets and to ensure it is optimised through efficient rent collection (which accounts for approximately £240 million per annum) and management of voids.
- Accountable for commissioning and managing contracts with third parties who provide revenue and capital funded services, including all management and monitoring activities. To review and interpret the needs of local people to continuously improve the delivery and outcomes of the contracts and ensure value for money.
- Accountable for the management of planned and statutory cyclical works - ensuring the health and safety of tenants and others is in line with all legal and best practice requirements – including gas, electrical, asbestos and fire safety.
- Lead and be accountable for the delivery of the range of Property related services for council tenants and leaseholders as well as council buildings and commercial units. To ensure the people of Leeds and communities receive responsive and relevant services.
- Work collaboratively with senior managers across the Council and key partner organisations (e.g. Health & Adult Social Care) to ensure an integrated approach to the Housing Options strategy and delivery for vulnerable community groups.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- Work with elected members, service users and community representatives in ways which support open, responsive and accountable government providing appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- In line with the Budget Management Accountability Framework Ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Responsibility for the direction and control of a significant budget, the financial integrity of the service and accountable for directing and implementing comprehensive risk management programmes and resources across the service(s). Delivering within budget; value for money is maximised, and operational, regulatory, statutory and financial risk is managed and monitored in compliance with council requirements and with Local Government and national working practices
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

Qualifications It is essential to hold (or be working towards) a foundation degree or level 5 qualification regulated by Ofqual, in housing management, focused on managing the delivery of housing services ("housing management"), together with substantial senior leadership and management experience.

Working Context - Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.

Essential requirements Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.

- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to Housing services.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Experience of successful leadership and management of large scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Significant successful senior leadership experience.
- Substantial experience of operating in a political environment.
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes.

Behavioural & other Characteristics required.

- Understand and embrace [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Leeds Ambitions](#) of Health and Wellbeing, Inclusive Growth, Strong Communities and Sustainable City.
- Committed to developing the ability to use digital tools and technology at, or above, the foundation skills level on the government's [Essential digital skills framework](#)
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Understand and observe Leeds City Council approach to equality, diversity and inclusion.
- Lead a positive Health, Safety, Wellbeing and Fire (HSWF) culture, ensuring statutory compliance and effective risk management through implementation of council policies, and proactive leadership alongside support services.

Date Job description last reviewed: July 2025

Name James Rodgers

Designation

Director of Communities, Housing and Environment

