



Lochfield Park
Housing Association

DIRECTOR VACANCY APPLICATION PACK

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LOCHFIELD PARK HOUSING ASSOCIATION BACKGROUND INFORMATION



Lochfield Park Housing Association is a not-for-profit Registered Social Landlord operating in the Lochend area of Easterhouse.

The Housing Association has been at the forefront of regeneration in the Lochend area since its inception in 1993.

Our main aim is to:

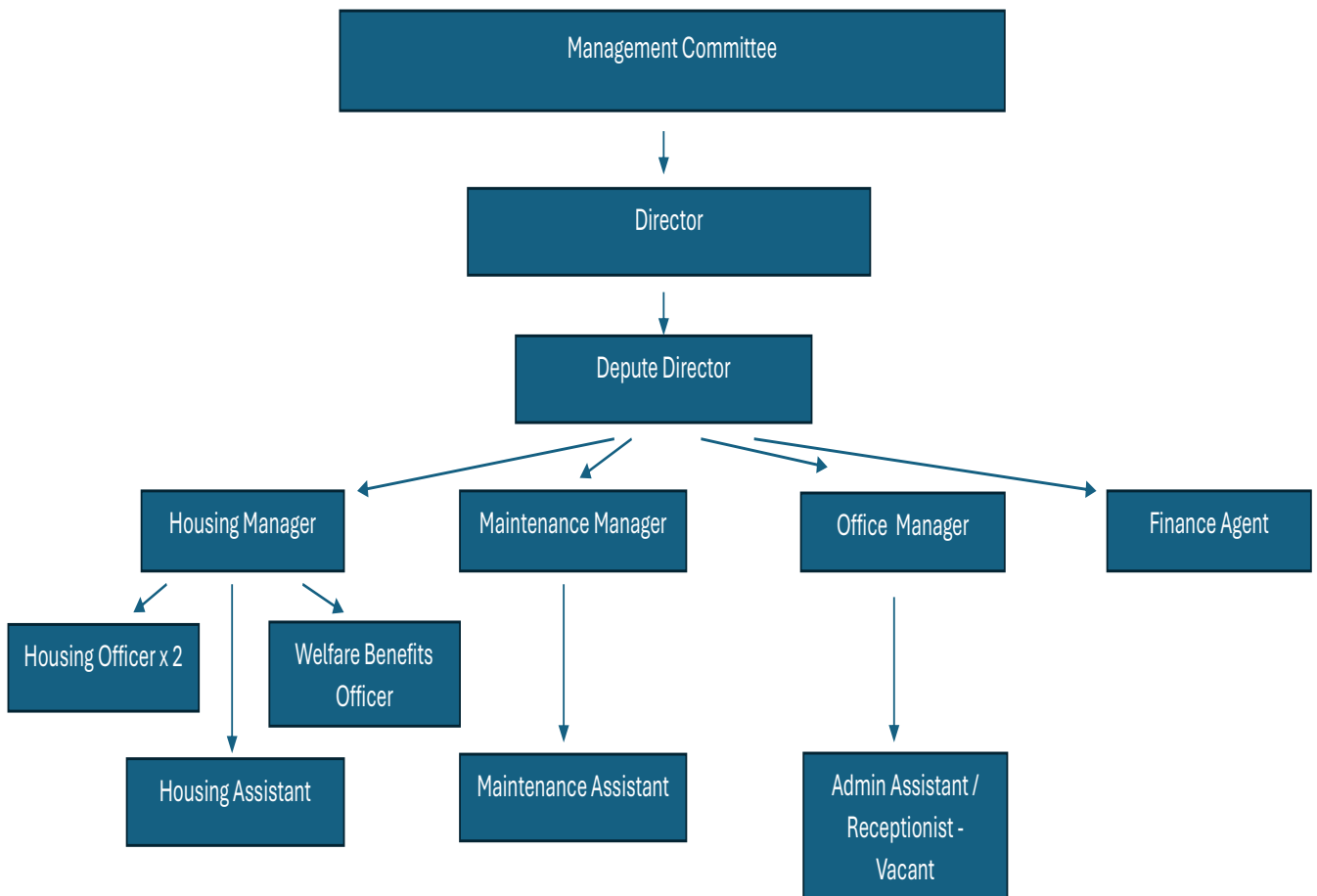
“Contribute to sustaining the local community of Lochend and promote social inclusion”.

We also aim to contribute to the regeneration of Easterhouse through the provision of well-managed, high-quality housing and housing services within the means of people in housing need.



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LOCHFIELD PARK HOUSING ASSOCIATION ORGANISATIONAL STRUCTURE





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LOCHFIELD PARK HOUSING ASSOCIATION POST OF DIRECTOR SUMMARY OF TERMS AND CONDITIONS

Lochfield Park Housing Association operates the following principal conditions of service:

Salary	EVH Grade 10, SM13 to SM15 £73,342 – £76,692 per annum
Contract Duration	Permanent
Hours	35 hours per week
Place of Work	Lochfield Park Housing Association 37 Drumlanrig Avenue Easterhouse Glasgow, G34 0JF
Holiday Entitlement	40 days per annum (including 15 public holidays)
Sickness Benefit Scheme	As per EVH Terms and Conditions
Pension	Option to join an occupational pension scheme, subject to the terms of the scheme
Notice Period	3 months
Salary Payment Date	Around the 28 th of each month
Professional Fees	One set of relevant professional fees will be paid annually
Travel	Mileage will be paid for travel in connection with Association business. The role qualifies for the essential car users' allowance set within the EVH salary scales, currently £1,708 per annum.



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LOCHFIELD PARK HOUSING ASSOCIATION JOB DESCRIPTION

JOB TITLE:	DIRECTOR
RESPONSIBLE TO:	MANAGEMENT COMMITTEE
GRADE:	EVH Grade 10, SM13 to SM15 £73,342 – £76,692 per annum

JOB PURPOSE

Reporting directly to the Management Committee to lead the Staff Team effectively to ensure that the Association's strategic vision, business plan, and goals are delivered to tenants and residents.

MAIN OBJECTIVES OF POST

- Advise the Committee on key management, housing, social, economic, political and operational factors and assist the Committee to develop and maintain strategies, policies and services.
- Direct and manage work to ensure provision of high-quality homes and excellent services.
- Prepare, develop and sustain the role of the Association in the provision of and long- term maintenance of quality homes, establishing and developing partnership working and building strong and effective relationships with all stakeholders.

- Provide advice on issues of governance and control to the Committee.
- Ensure that the Association carries out its operations in accordance with the business plan and policies established by the Committee and that all of the requirements of the Scottish Housing Regulator, and all legal duties, are met.
- Develop, manage and implement a Human Resources Strategy that will include the development of all staff. Ensure that there are mechanisms in place to enable staff to fulfil their duties, responsibilities and full potential whilst achieving the Association's business plan and objectives

PRINCIPAL DUTIES

Strategy

- Provide strategic leadership and direction to the Committee and communicate Committee decisions to the X Staff Team to improve operational services whilst demonstrating a thorough understanding and commitment to the business plan, vision and values of the Association.
- Maintain the Association's registration and positive relationship with the Scottish Housing Regulator.
- Translate the Association's vision and values as a major landlord into realistic targets and objectives identifying what needs to be done in order to achieve excellent status.
- Define, develop and implement effective performance management and risk management strategies and support the Committee in meeting their duties of having appropriate reporting and control mechanisms in place.
- Be responsible for formulation, implementation and review of strategies and policies and financial frameworks, ensuring that short/medium/long term plans comply with the Scottish Government and Scottish Housing Regulator's guidance, legislation, good practice and corporate aims and values.

Leadership, Management and Governance

- Provide leadership, purpose and direction for the staff and organisation, ensuring that clear and tangible ongoing improvements in performance and quality of services are achieved.
- Attend meetings as required outwith normal office hours.
- Advise the Committee on issues of governance, conduct, rules and financial probity and ensure efficient administration and servicing of all Committee and Sub-committee meetings.
- Ensure that there are effective procedures in place to protect the Association's reputation and financial security.
- Maintain the quality and membership of the Association's representative structures and governance arrangements.
- Ensure that the Association's financial affairs are properly managed and controlled and that effective financial strategies are in place to support and sustain the Association's activities.

Services

- Ensure that the Association provides high quality, good value homes and responsive services to tenants and residents.
- Establish, develop and maintain a culture of excellent customer service, participation, continuous improvement and quality management.
- Ensure that the service commitments made to tenants, residents and service users are met and that services develop and change in line with statutory and aspirational requirements.

Planning and Control

- Set targets and performance management measures, review and monitor progress and organise resources to ensure successful performance outcomes across the Association.
- Keep performance against the business plan under review to ensure that performance is reported properly to the Committee and take appropriate steps to ensure that corrective action is taken where necessary, and that the business plan goals and targets are revised as required.
- Lead the assessment of risk and the design and operation of risk management systems.

- Be responsible for ensuring that there is an effective Internal Audit function in place, which the Committee has full access to and that Committee decisions flowing from internal audit reports are properly implemented.
- Be responsible for provision of good financial planning, reporting and control arrangements needed to manage risk effectively.
- Ensure appropriate provision of health and safety resources, policies and procedures and ensure that statutory requirements are achieved.

Staff

- Advise the Committee on staff structure and policies.
- Promote, manage and develop a positive organisational culture.
- Establish effective performance management and appraisal systems that enable staff and Committee Members to assess their personal successes and afford the opportunity for empowerment and personal development.
- Deal quickly and appropriately with any internal conflict and poor performance.
- Ensure that equalities are reflected in all policies and are followed by staff in every aspect of their work, including the work of contractors and consultants.

Community and External Relations

- Develop strategic partnerships and good relationships with the Association's stakeholders.
- Direct, develop and promote partnership working across the organisation and with external stakeholders to ensure that the goals of the Association and its business plan are met.
- Liaise with local authorities, the Scottish Government, the Scottish Housing Regulator and the voluntary and statutory sectors, ensuring that the Association's best interests are promoted.
- Seek out new strategic relationships that will benefit the Association's future and add value to its business.
- Ensure that participation arrangements amongst tenants and residents build capacity within their communities.

- Sustain the good reputation of the Association by liaising positively with the media and in a timely manner, promote and communicate corporate goals, new developments and activities to enable the interests of the communities and social housing sector to be heard.
- Undertake any other reasonable duties that may be required by the Committee.



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LOCHFIELD PARK HOUSING ASSOCIATION PERSON SPECIFICATION

Job Title: Director

Requirement	Essential	Desirable
1. Qualifications and Knowledge		
Educated to degree level (or equivalent), in a relevant discipline, or comparable relevant experience.	x	
Membership of the Chartered Institute of Housing or other relevant professional body		x
Possession of Post Graduate qualification in a relevant field		x
Excellent knowledge of housing issues, policy, statutory frameworks and including wider community regeneration and social policy	x	
Understanding of governance issues, including charitable status	x	
Numerate with understanding of financial accounts, management accounts and investment methodologies	x	
Knowledge of Housing Regulator requirements and its regulatory framework	x	
Understanding of funding sources, business planning and reporting protocols	x	
2. Experience		
Relevant senior level work experience including some as a member of a management team	x	
Creative and innovative management style and substantial experience of effective staff management	x	

Preparation, promotion and implementation of business plans and other planning/bidding documents	x	
Excellent grasp of financial frameworks and funding mechanisms, experience of budgets and general business management	x	
Partnership working and delivering a positive contribution to wider action and community regeneration activity	x	
Experience of working with and servicing voluntary Board or Management Committee Members	x	
Involvement in identifying, assessing, and managing the impact of risk on organisations or projects	x	
Awareness/experience of the processes involved in bringing development projects to fruition		x
Previous work experience gained in the social housing (or closely related) sector	x	
Experience of implementing successful organisational change	x	
3. Skills and Abilities		
Excellent, confident, articulate, operational and project management skills displayed by a proven track record of successful leadership and management	x	
Commitment to the ethos of the organisation and to the wider social housing movement beyond	x	
Effective, practical leadership to inspire high levels of motivation, performance, and commitment and to act as a change agent to achieve a culture that puts the customer first and delivers quality services	x	
Ability to provide clarity over organisational priorities, vision, direction, and change	x	
An analytical and strategic thinker who can formulate strategy, policies, implementation plans and delivers on outcomes	x	
A clear decision maker, able to initiate and implement significant strategies to achieve business goals effectively	x	

Competency in balancing complex interests and conveying a direction understood by a variety of internal and external audiences	x	
Innovation, implementation, and development skills to effect positive changes to organisational culture and working methods	x	
Transference of policies into practices and ideas into actual results	x	
Creation of an organisational climate that encourages staff to develop and give of their best	x	
A relationship builder, able to engage at all levels in the organisation, work under pressure and ensure provision of a customer driven approach to meet diverse customer needs	x	
An excellent communicator with first class verbal and written skills including report writing, presentation and public speaking competencies and the ability to communicate clearly and concisely to a cross section of individuals and organisations	x	
A productive negotiator, with strong influencing and powers of persuasion whilst remaining able to work effectively in partnership with external bodies to achieve corporate aims	x	
Networking abilities, sound political judgement and equipped to promote the Co-operatives to the full in all settings	x	
Competent IT skills and an effective user of Information Technology for management purposes	x	
4. Personal qualities		
Committed, flexible and adaptable approach to work requirements and prepared to attend meetings and training beyond normal hours	x	
Commitment to our ethos and that of the wider social housing movement in Scotland	x	
Ability to understand and connect with the challenges faced by people living within our communities	x	