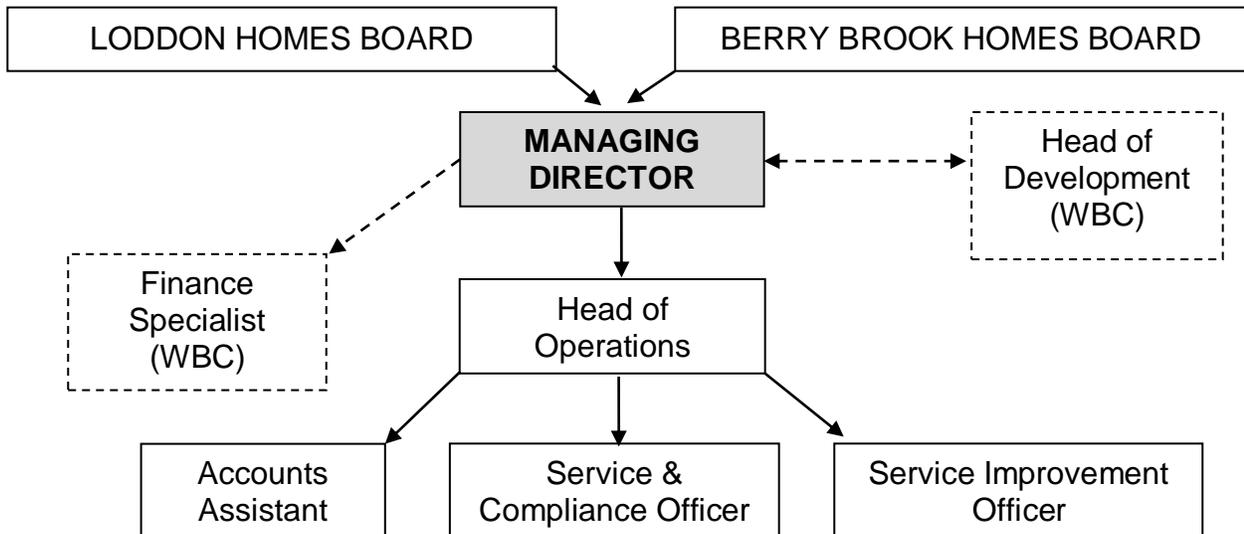


LODDON HOMES LIMITED & BERRY BROOK HOMES LIMITED	<h2>Job Description</h2>	
Job Title	MANAGING DIRECTOR – LOCAL HOUSING COMPANIES	
Office Location	Shute End, Wokingham Borough Council	
Reports to	Boards of Local Housing Companies	
Salary:	Type of position:	Hours per Week:
£60-65,000 pro-rata per annum + contributory pension	Permanent / Part Time	15 hours (option to increase to 22.5 hours)
<p>This job description has been designed to indicate the general nature and level of work performed by holder of this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>		
<h3><u>Overall Purpose of Role</u></h3>		
<p>As wholly Council-owned companies Loddon Homes and Berry Brook Homes were set up to deliver and manage high quality affordable, social and market homes for local people and to make a financial return for Wokingham Borough Council.</p> <p>Both are limited companies with Loddon Homes being a for-profit Registered Provider (housing association). Loddon currently owns 134 homes and Berry Brook 100 however there is currently an agreed development pipeline of around 280 additional new homes.</p> <p>The overall purpose of the role is to provide leadership for the efficient and effective management and development of Loddon Homes and Berry Brook Homes ensuring they achieve the highest standards of conduct, performance and accountability. The Managing Director will work in close conjunction with the Boards of both Organisations and Wokingham Borough Council (as sole shareholder) to develop appropriate visions, values and objectives as well as Business Plans, strategies and policies. They will then oversee their delivery through the Head of Operations, staff team and partners/contractors.</p>		

Local Housing Companies Organisation Chart



Main Accountabilities of the post

1.	Oversee the affairs of the Organisations in line with their visions, values and objectives
2.	Assist and advise the Board in determining the Organisations' strategies, policies and business plans
3.	Ensure financial strategies and controls are in place to support and sustain the continued financial stability and viability of the Organisations
4.	Ensure that proper governance, risk and compliance systems are in place and regularly monitored and that Loddon Homes meets all required Regulatory standards for a Registered Provider
5.	Act as the main point of contact for both the Housing Regulator and Wokingham Borough Council (WBC Holdings Ltd) to ensure those relationships remain positive and beneficial to the Organisations
6.	Ensure that the Organisations' equal opportunities and health and safety responsibilities are effectively discharged at all times
7.	Assist the Board in attracting, recruiting, and retaining Board members to maintain an appropriate balance of skills, experience and diversity
8.	Ensure that all services provided by the Organisations are customer focused and that the customer voice is listened to and acted upon
9.	Work with Wokingham Borough Council, developers and land owners to develop and deliver a pipeline of new high quality, sustainable and affordable homes
10.	Provide overall leadership for the staff team to ensure that they feel fully engaged in the running and development of the Organisations and that their performance is supervised, evaluated and recognised
11.	Represent and promote the Organisations as appropriate and seek opportunities for their development and growth
12.	To undertake any other duties commensurate with this post

<u>Additional Responsibilities</u>	
1.	Professional Development: To ensure the continuous professional development of self and all those in the Organisations, through effective performance improvement, coaching, career planning and continuous professional development.
2.	Collaborative Working: To drive cross-Organisation and cross-Council working, ensuring effective communication and collaboration to meet aims, needs and opportunities and address challenges as they arise.
3.	Customer Focused: To lead customer-facing, proactive and responsive Organisations for the benefit of all residents, Council colleagues and partners.
4.	Leading Change and Improvement: To lead change and improvement across the Organisations.
5.	Celebrating and Promoting: To ensure that positive messages about the achievements of the Organisations and the Council are promoted and shared, internally and externally.
6.	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Organisations and the Council can improve
7.	Board Member and Councillor Engagement: To ensure effective involvement and engagement all Loddon Homes and Berry Brook Board members and others Councillors as appropriate
8.	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work
9.	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
10.	Special Factors: To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected in this role

Person Specification

The following skills and experience are considered essential to deliver in this role:

- A passion for helping address local housing needs and for providing the best possible value for money service to all customers
- A track record of achievement at senior management or above, within a high-quality customer-focused organisation in the housing, care or related regulated sector
- A sound understanding of financial and budget management and of risk and compliance management
- Experience in identifying, appraising and project managing new affordable and/or specialist housing opportunities
- A strong track record in leading, motivating and developing an effective, efficient and engaged staff team
- Excellent inter-personal & communication skills with a strong track record of building and managing effective relationships with boards, customers, partners and stakeholders
- A full driving license and access to own car for business use