JE - SLMG10000328

Post Title: Head of Head of Stock Investment
Grade: SLMG 5

Job Purpose

To develop strategy and vision within the service, placing 'Citizens at the Heart' of all we do. To actively and effectively promote the Council's vision, values, aims, objectives and priorities to partners, national and local stakeholders, employees and Nottingham's citizens.

A key success measure in this role will be to provide service leadership and translate this into clear goals and objectives to deliver outcomes that make a positive difference to people's lives, supporting the practical alignment of policy decisions of executive councillors and ensuring there is clear alignment in all plans. To work collaboratively under the direction of Assistant Director of Asset management with the Strategic Director for Housing for the Housing Leadership Team, Councillors, Colleagues and Partners to support the creation of the right conditions for high performing services and support our corporate ambitions for Nottingham to be a world-class city.

To be accountable for delivering on our promises and to take a lead role in robust decision making through the promotion of good governance and effective options appraisals that balance financial risk and organisational ambitions and promises.

Service Leadership Expectations

Leading People

1. Translate a clear vision and purpose by inspiring and motivating others and ensure citizens are at the heart of everything we do.

2. Role model visible leadership through living and breathing our values and balancing performance, resilience and wellbeing.

3. Develop workforce plans to ensure services have robust plans for the future capability and capacity needs.

4. Empower others to make appropriate decisions.

5. Builds and supports high performing teams and services through effective support, challenge and feedback.

Change and Innovation

1. Lead and drive change in a political and challenging public finances context.

2. Explore innovative approaches to deliver services, managing risks and actively being curious of market analysis and benchmarking.

3. Use robust project management principles to organise people and finances, delivering positive outcomes that are on time and within budget.

4. Design and deliver resilient services, responding at pace to re-prioritise objectives in line with the organisation's changing needs.

5. Lead change across services and drive a culture of continuous improvement by encouraging colleagues to share ideas.

Collaboration

1. Work collaboratively across the Council to achieve the best outcomes for the citizens of Nottingham.

2. Lead a culture of collaboration by working across boundaries to break down silos to deliver benefits to the citizens of Nottingham.

3. Proactively harness, develop and seek-out effective relationships to foster the collaborative culture, creating efficiencies and joined-up services to achieve the best outcomes for Nottingham's people.

4. Takes account of the council's priorities when negotiating and aligning resources to deliver services.

Equality, Diversity and Inclusion

1. Actively promote equality, diversity and inclusion through all actions, and positively challenge inclusion measures within the workforce and in the delivery of services.

2. Design and deliver fully inclusive services, demonstrating awareness of the diverse needs of our citizens.

3. Show commitment to attract, recruit and retain an inclusive workforce that represents our citizens and city.

4. Develop and support to release the full potential of all colleagues ensuring fairness, diversity and inclusion in all service leadership practices.

5. Recognise and respect a culture of inclusivity within the organisation where voices are respected, valued and heard.

Specific Duties

1. To provide strategic and service leadership within the Asset Management Division. Specifically ensuring high levels of performance within and across Housing services to enable and support forward thinking and innovative frontline service delivery across the Council and with partners.

   Responsible for the following functions:

- Lead the collection, analysis, and interpretation of stock condition data to inform strategic asset management and investment planning.

- Develop and manage capital and planned maintenance programmes, ensuring alignment with the HRA Business Plan and council priorities.

- Oversee the asset data function, including survey delivery, data integrity, and reporting standards.

- Ensure compliance with housing legislation and standards, including HHSRS, Awaab's Law, EPCs, CDM, and Decent Homes, including Disrepairs, Damp and Mould surveys.

- Produce and present strategic asset reports to senior managers, councillors, and board members to support decision-making.

- Commission and manage external contractors and consultants for stock condition surveys and data system development.

- Coordinate with internal teams (e.g. repairs, finance, data analysts) to ensure joined-up delivery of asset management objectives.

- Lead and manage a multidisciplinary team, including surveyors, data analysts, and project managers, ensuring performance and development.

- Design and implement innovative data systems and workflows, including predictive modelling tools like SHAPE.

- Support tenant and leaseholder engagement, ensuring investment programmes reflect resident needs and feedback.

- Lead and Manager the legal aspect of the Disrepair services

2. To be a key member of the Housing Leadership Team, establishing effective relationships across Growth and City development services, throughout the Council, with (e.g. stakeholders/board/partners) to achieve strategic and service leadership and impact through matrix management as well as direct delivery.

3. To lead innovation in the delivery of services, managing resources in the most effective way and ensuring service delivery is aligned to Strategic Plans, with clear objectives that are managed through relevant performance arrangements with appropriate governance.

4. To ensure the council's equality, diversity and inclusion strategy and associated action plans are embedded within service delivery.

5. Actively promote and ensure good financial management and assist in maintaining financial sustainability within the Council by practising and embedding the Council Financial Accountabilities framework and Financial Regulations.

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This is a politically restricted post under the provision of Section 2(1) (c) of the Local Government Housing Act 1989

All senior leaders are expected to:

- Undertake any other duties allocated by the Chief Executive
- Work outside of normal office hours where required
- Participate on an on-call Emergency Response rota if required
- Travel within and outside the city's boundaries when required.

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Person Specification: Head of Stock Investment

Nottingham City Council

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT			
		P	A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation with similar responsibilities, budget and resources.	✓	✓		
	Evidence of a successful track-record of creating a vision for service delivery, translating clear objectives to deliver outcomes that make a positive difference.	✓	✓		
	Evidence of successful involvement in building the reputation of services and inspiring people to deliver continuous improvement.		✓		
	Evidence of driving accountability, balance risk and respect good governance and ensuring understanding at all levels.		✓		
	Evidence of financial and commercial awareness with strong analytical skills and a creative approach to problem solving.		✓		
	Demonstrate an understanding of the current issues and challenges facing local government in general and Nottingham City Council in particular.		✓		
Leading People	Evidence of successfully leading and motivating people and cultivating a culture that creates high performing people and services.	✓	✓		
	Evidence of empowering others to take decisions and follow through confident actions, through strong and visible leadership.		✓		
	Evidence of successful strategies in managing your own personal resilience and wellbeing at a leadership level and role modelling this practice.	✓	✓		
	Evidence of planning for the future delivery of services, including the effective workforce planning for capacity and capability challenges.		✓		
	Evidence of leading change programmes, bringing others on the journey with you.		✓	✓	

Change and Innovation	Evidence of innovative service delivery models that continue to provide high quality services within a smaller financial scope.		✓		
	Evidence of leading services or teams and experience of having to re-focus service priorities at pace following changes outside of the organisation's control.		✓		
	Experience of developing cultures of continuous improvement where people feel included and involved.		✓		
Collaboration	Evidence of working successfully in partnership across different sectors and fostering / harnessing partnerships.		✓		
	Evidence of actively working to develop a culture of collaboration.		✓		
	Understanding of how to operate effectively and openly within the democratic process with the political acumen and ability/skills to develop productive working relationships with Councillors and to speak truth to power.	✓	✓		
Equality, Diversity and Inclusion	A deep understanding of equality, diversity and inclusion at every level and demonstrative experience in tried and tested methods to deliver inclusive services.		✓		
	Demonstrating a thorough understanding of equality, diversity and inclusion challenges posed by providing quality public services in our multi-cultural city.		✓		
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓		
	Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.		✓		
Role related requirements	The post holder must demonstrate extensive expertise in strategic asset management, housing compliance, and stock investment planning, alongside strong analytical, financial and leadership capability. They are required to interpret complex legislation and technical data, lead multidisciplinary teams, and drive service improvement through innovative systems, programme design, and evidence-based decision-making. The role demands resilience, professional judgement and the ability to balance competing priorities while maintaining high standards of data integrity, regulatory compliance, resident safety and long-term financial sustainability. The post holder must also communicate complex information clearly, build productive relationships across services and stakeholders, and champion the Council's values, strategic objectives and corporate responsibilities.	✓	✓		
Qualification requirement	**Essential:** • Membership of the **Royal Institute of Chartered Surveyors (RICS)** or an equivalent technical qualification in asset management, surveying, or construction. • Evidence of **continued professional**	✓	✓		✓

	development in housing, asset strategy, or property management. **Or Equivalent Knowledge/Experience:** • Extensive experience (over 5 years) in strategic asset management, housing stock investment planning, or property data analysis. • Proven ability to manage large-scale housing databases and deliver long-term investment programmes. • Demonstrated understanding of housing legislation and compliance frameworks (e.g. HHSRS, EPCs, CDM). • Experience in producing and presenting complex asset reports to senior stakeholders. • Strong leadership and team management experience across multidisciplinary functions.				
	The postholder will require either: • A Level 4 housing qualification, CIH qualification, or equivalent recognised housing management qualification; or • A commitment to undertake and successfully complete an approved housing management qualification in line with the requirements of the Housing Professionalisation agenda and Competence and Conduct Standard.	✓	✓		✓

P- Pre-Application	**A - Application**	**AC – Assessment Centre**	**D - Documentary Evidence**