

**JOB DESCRIPTION**

**Job Title:** Director

**Responsible To:** Management Committee

**Responsible For:** Management and supervision of generic staff team.

**Grade:**  EVH Grade 10: SM9 – SM11 £55,171 - £57,943

**General**

The Director has overall responsibility for Kingsridge Cleddans Housing Association under the general direction of the management committee, supporting the management committee to achieve good governance and ensuring compliance with all necessary regulatory and statutory requirements. The Association strives to deliver high quality services within budget, while being aware of risks which could affect the business.

The post holder will lead the Association in pursuing strategic objectives determined by the management committee, consistent with our values and ethos, ensuring the development and review of the business plan, risk management strategy and policies.

As well as ensuring management direction, the post holder will play an active part in the task based duties related to the Association. The role is varied in a small Association and requires significant flexibility and commitment.

**Main areas of responsibility/tasks.**

**1. Strategic Leadership and Direction**

* Provide strategic leadership, direction and support to the management committee and staff team.
* Keeping abreast of new legislation, Government policy and best practice.
* Develop a culture of continuous improvement to ensure effective service delivery.
* Provide strong and visible leadership.
* Effective resource management to ensure that the Association has the necessary human and other resources to deliver agreed objectives

**2. Corporate Governance**

* To promote and sustain effective corporate governance and financial health.
* To ensure compliance with regulatory standards
* To ensure that there is a robust risk management strategy in place which is reviewed on a regular basis.
* To ensure that the management committee receive regular reports which provide the necessary information to enable effective decision making
* To ensure that an effective business planning framework is in place and is subject to ongoing review.
* To ensure that all regulatory returns are submitted timeously

**3. Housing Management Services**

* Drive the delivery of a responsive and customer focused housing management service which meets the needs, demands and aspirations of our customers.
* Develop a strong performance culture with a commitment to continuous improvement.
* Ensure robust monitoring of performance against agreed targets, maintaining accountability for effective service delivery.
* Lead the housing management service including allocations, arrears management, void management, estate management and customer services.

**4. Asset Management**

* Drive the delivery of a cost - effective maintenance service which meets the needs demands and aspirations of our customers.
* Ensure that our maintenance service is delivered within budget.
* Ensure robust monitoring of performance against agreed targets with a commitment to continuous improvement.
* Ensure that accurate stock condition and life cycle costing information is in place and to ensure that planned maintenance projects are delivered in accordance with our investment plans.
* Ensure that stock condition surveys are carried out every 3 years and that information from surveys is used to update and review stock information assumptions.
* Ensure that we have adequate compliance programming and robust monitoring processes in place to meet our responsibilities in relation to resident safety.
* Set clear guidelines for procurement of maintenance works in accordance with public procurement legislation.

**5. Financial Management**

* To ensure that the Association operates as a financially viable business with an appropriate financial management framework in place to ensure effective financial control.
* To ensure that annual budgets are set in advance of the financial year.
* To ensure that medium/ long term financial plans are in place and are reviewed and updated.
* To ensure that the management committee receive quarterly reports detailing performance against budget with quality narratives provided to explain deficit areas.

**6. External Influence**

* Promote a positive image of the Association by establishing positive relations with strategic partners operating within the sector.
* Work in partnership with other RSL’s operating in the area within the framework of Drumchapel Community Ownership Group.
* To undertake any other tasks as required, to meet the varying needs and demands of the Association.