**JOB DESCRIPTION**

**Job Title: Estate Director**

**Grade: PO8/9**

**Salary £61,807 to £72,514 depending experience**

**Responsible to: RPRMO Board**

**Responsible for: Overall responsibility for all Roupell Park staff**

**Direct Line management of: Contracts and Maintenance Manager; Senior Finance Manager; Senior Customer Services Officer; 2 Housing Officers; Community Development and Partnership Manager**

**Date Issued: March 2024**

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| **Job Description** |
| * To be accountable to the residents of the Roupell Park Estate, via the Board of Management. * To advise the Board in setting the Strategic objectives for the organisation including through a Business Plan. * To be responsible for demonstrating good governance, supporting the board as required and for ensuring that the board is serviced effectively. * To take responsibility for the delivery of the high quality, innovative, customer focused operational delivery of all services delegated under RPRMO’s Management Agreement with Lambeth Council. * To be responsible for writing and reviewing policies for agreement by the Board. * In partnership with Lambeth Council to review and where applicable to renegotiate RPRMO’s management agreement and allowances. * To build effective working relationships with Lambeth Council Officers to deliver excellent services to residents of the estate. * To build effective relationships with elected members. * Working with the Board and Senior Finance Manager to set and monitor the organisations budget. * To identify risks to the organisation and prepare mitigating strategies. * To ensure that resident involvement and community empowerment is core business within the organisation, including through working with a variety of partners. * To provide sound, clear, and timely advice to the Board based on professional knowledge and understanding of the sector to ensure that services continue to be provided, that all functions meet current legislation, regulation and costs are within the allocated allowance. * To represent the organisation where required at local, regional, and national forums and working groups for this area of service. * To lead on all health and safety matters including fire safety. * To lead on all HR issues within RPRMO with the advice where required of an independent HR adviser. * To undertake any other duties requested by the board. |

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| **Employment checks/specific requirements** |
| CRB check |

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**PERSON SPECIFICATION**

**Post Title: Estate Director**

**Grade: PO8/9**

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| **Essential** | **Desirable** |
| * Experience of leading, monitoring and delivering an excellent customer driven service. * Ability to manage change to ensure ongoing delivery of service excellence. * Experience at senior level in a housing organisation. * Knowledge of Housing Legislation and Good Practice. * Understanding of Housing Regulation as applies to this post. * Evidence of working on own initiative with strong organisational skills * Excellent communication skills with a wide range of customers and partners * Awareness of the principles of risk management. * Experience of strategic planning, financial management and human resource management. * Experience of writing policies and procedures applicable to the service. * Experience in Health and Safety across the whole working environment. * A commitment to diversity and equality and its application to this role. * Ability to build an effective team and inspire and supports others to achieve collective goals and ambitions. * Experience of working in partnership with a range of other agencies to enable a wider range of services for residents. * Understanding of legislation and best practice in relation to the procurement of services. * To attend meetings outside normal working hours and at weekends and to deal with out of hours emergencies as required | * A qualification in Housing or management related subject. * Work related knowledge of the TMO sector and the specific regulations which apply to such organisations |