



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Service Director, Strategic Housing Delivery and Partnerships
Service	Housing
Location	Shute End
Reports to	Executive Director for Children, Adults and Health
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Strategic Asset Manager for Development, Senior Housing and Growth Manager, Senior Strategy Officer, Housing Partnerships and Growth Manager
Grade	Service Director
Contract Type	Permanent

Main Accountabilities	
1.	Translate evidence of housing and accommodation need, including corporate service requirements, into clear, deliverable priorities for additional affordable, specialist and supported housing and regeneration.
2.	Deliver additional affordable, temporary and specialist housing, including accessible and adapted homes, through appropriate development, acquisition, regeneration, investment and partnership routes.
3.	Lead major housing regeneration, development and acquisition programmes from opportunity identification and appraisal through approval, resident co-production and transition, delivery, completion and handover.
4.	Ensure regeneration, development and acquisition programmes are financially viable, properly governed and deliverable, supported by sound legal, financial, technical and commercial advice, and achieve their intended housing, community and financial outcomes.
5.	Establish effective delivery arrangements and hold developers, contractors, registered providers, Council-owned housing companies, funders, professional advisers and public-service partners to account for agreed housing and regeneration outcomes.
6.	Maintain effective regeneration and housing-delivery capability, leadership resilience and succession, and ensure completed or acquired homes and associated responsibilities transfer into operational management through agreed readiness arrangements.
7.	Must act as a champion for the use of digital, data and technology through both the identification and development of business cases and maximise the use of existing tools





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8.	Collaborate with internal and external stakeholders, including to understand their needs, priorities and challenges to build strong relationships, effective communication and collaboration on service-related initiatives.
9.	Emergency Planning - serve as the Silver Duty Officer, on an out of hours rota, coordinating the council's tactical response in an emergency.
10.	Demonstrate a strong commitment to an inclusive and diverse environment by actively promoting Equality, Diversity and Inclusion.

Person Specification	Essential	Desirable
Education/Qualifications	Educated to degree level or equivalent in a relevant profession, or equivalent experience.	Chartered membership or equivalent professional standing with the Chartered Institute of Housing, Royal Institution of Chartered Surveyors, Royal Town Planning Institute or another relevant professional body.
	Evidence of continuing professional development relevant to housing regeneration, development, investment or partnership leadership.	Relevant postgraduate or professional qualifications in housing, development, property, planning, finance, regeneration or programme management.
	Able and willing to obtain and maintain any professional qualification, registration, license or membership required for the role.	
Experience	Substantial senior leadership experience in housing regeneration, affordable housing delivery, development, property investment or a comparable public-service environment.	Large-scale estate regeneration involving phased demolition, rebuilding or refurbishment.
	Evidence of translating housing and accommodation need into agreed delivery priorities, pipelines or investment programmes.	Working with a Council-owned housing company or comparable delivery vehicle.
	Leading complex housing regeneration, development or acquisition programmes through appraisal, approval, resident transition, delivery and completion.	Securing or deploying Homes England, Right to Buy, Section 106, commuted-sum or other housing investment funding.
	Leading housing regeneration or redevelopment affecting existing residents and communities, including meaningful co-production, engagement, rehousing or decant dependencies and continuity of landlord services.	Land-led development or delivery through Section 106 affordable-housing obligations.
	Senior responsibility for significant capital, grant, land, property, development, regeneration, procurement or contractual resources.	





	Building productive delivery relationships with registered providers, developers, contractors, landowners, funders and public-sector partners.	
	Developing robust business cases and securing decisions in a politically accountable environment.	
	Managing programme risk, viability, dependencies and competing priorities across organisational boundaries.	
	Holding senior managers, developers, contractors, professional advisers and delivery partners to account for quality, cost, programme, resident commitments and outcomes.	
	Leading multidisciplinary teams through change while maintaining delivery, workforce engagement and clear accountability.	
Skills/Knowledge	Detailed knowledge of the housing, planning, development, regeneration, funding and governance environment for affordable and specialist housing delivery.	Knowledge of modern methods of construction, sustainability, energy performance and climate-resilient housing.
	Strong understanding of housing needs, tenure, affordability, accessibility, supported and specialist accommodation, and the relationship between supply and service pressures.	Knowledge of development agreements, land transactions, leases, nominations, grant conditions and affordable-housing regulations.
	Strong understanding of resident-facing regeneration, co-production and transition, development delivery, property and construction interfaces, programme governance and operational handover.	Knowledge of commissioning and partnership approaches for supported and specialist housing.
	Able to demonstrate Wokingham's Tier 3 Shared Accountabilities across people, systems, politics, change, digital and data, organisational and financial leadership.	
	Strong financial, commercial and investment judgement, including viability, business cases, options appraisal and risk.	





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	Able to balance delivery, viability and programme requirements with commitments to existing residents and communities.	
	Able to lead data and digitally enabled portfolio management, ensure reliable pipeline information and manage information, cyber and continuity risks across delivery programmes and partnerships.	
	Able to assess complex or incomplete evidence and make sound, defensible recommendations.	
	Able to establish clear accountability, decision points, escalation routes and evidence requirements across complex programmes.	
	Able to negotiate and influence at senior level while maintaining political impartiality in public, Member, board, scrutiny and partnership settings.	
	Able to align Housing, care, support, planning, property, finance and legal systems around delivery outcomes and resolve barriers across organisational boundaries.	
	Clear written and verbal communication, including explaining complex financial, commercial and delivery matters in plain English.	
	Able to build an open, respectful and delivery-focused culture and take fair, timely action on poor performance or conduct.	
	Commitment to Wokingham's Ambitious, Caring and Together values, evidenced through leadership practice.	

Service Director Shared Responsibilities





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As a Service Director at Wokingham Borough Council, it is expected that you will A.C.T. on our core values of Ambitious, Care, Together. Our organisational Values are our cultural cornerstones that form the bedrock of our operational ethos. A Leader of people, you will lead your team through our People Strategy to deliver on our core purpose for our communities. Our Service Directors are expected to deliver on several Shared Responsibilities as leaders of our organisation, ensuring that we demonstrate the behaviours and competencies required at a consistent level to lead our strategic priorities. The Shared Responsibilities will be monitored throughout the year with your line manager, and an annual assessment will be undertaken, alongside your annual performance appraisal. A full definition can be found in the Service Director Toolkit.

People Leader	Leading, motivating and inspiring teams to deliver our corporate priorities in a collaborative culture Essential Skills: interpersonal skills and communication, coaching, listening, collaboration, resource planning, resilience, time management, delegation.
Systems Leader	Working with partners and across organisational boundaries to influence and empower Essential Skills: relationship management, negotiating, influencing, inclusive communication skills, stakeholder management, emotional intelligence, networking.
Political Acumen	Navigating the political environment of the local authority with impartiality and building working relationships with political members. Essential Skills: Judgment, Consistency, Reframing, Relationship management, Managing expectations, Foresight and implications
Change Leader	Embracing continuous improvement and taking our teams on a journey of culture and behavioural changes Essential Skills: partnership working, communicating a vision, listening, project management, time management, systems thinking
Digital Acumen	Being equipped with the knowledge, skills and attitudes to support the digital journey of the organisation Essential Skills: horizon scanning, communication, systems thinking
Organisational Leader	Breaking out of silos to work strategically and collaboratively with each other across the organisation Essential Skills: resilience, flexibility, analysis/judgement, communication, forward planning, selling a vision, partnership working, assertive/ constructive challenge
Financial Acumen	Integrating commercialisation with public sector ethics to deliver the best outcomes for residents Essential Skills: Communication, Resilience, Change Management, Risk Management, Budget Management

Purpose Details

Service Purpose	Housing supports the Council's mission that everyone has the opportunity to thrive by securing safe, suitable and affordable homes. Housing Delivery and Partnerships works with residents, Council services, developers, registered providers and other partners to deliver major housing regeneration, increase affordable and specialist housing supply, respond to identified accommodation need and support inclusive, sustainable communities, contributing to a Fair, Green, Safe and Connected borough.
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Role Purpose	Lead and shape the delivery model for major housing regeneration and additional affordable, specialist and supported housing in response to identified need and Council priorities. The post is the senior owner of housing regeneration, development, acquisition and investment programmes, delivery partnerships, financial viability, resident transition and the transfer of completed homes into operational management within the Council's approved governance and delegation framework.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Reports to the Executive Director for Children, Adults and Health [exact corporate title to be confirmed]. Operates with substantial professional and managerial autonomy within the Council's Constitution, approved policies, budgets, financial regulations, procurement and contract rules, schemes of delegation and corporate governance. Accountable to the Executive Director for major housing regeneration and delivery, investment, partnerships, resources and outcomes. Refers matters outside delegation, policy or budget, and matters of material corporate or political significance, through the appropriate route.
Supervision Given	Provides strategic leadership and direct management to the growing Delivery and Partnerships team. Sets priorities and delivery standards; allocates resources within delegation; holds senior managers and delivery leads to account; reviews performance, risk, viability, resident commitments and delivery assurance; directs corrective action; and ensures effective succession, capability and performance management.
Contacts	Residents affected by housing delivery and regeneration; resident and community representatives; elected Members; the Executive Director and Corporate Leadership Team; Housing Oversight Board and Overview and Scrutiny; the Service Director, Housing Operations; Planning, Property, Finance, Legal, Procurement, Children's Services, Adult Social Care and Public Health; registered providers, developers, construction contractors, landowners, Homes England, Council-owned housing companies, professional advisers and community partners. Contacts support co-production, evidence-led priorities, investment decisions, resident transition, programme delivery, partnership accountability and operational handover.





Resources/Budget Management

Responsible for the effective stewardship of major housing regeneration, development, acquisition and investment programmes; associated capital, grant and developer-contribution funding; land and property interests; contracts, professional advisers and delivery partnerships, and all associated staff, systems and resources within the approved structure.

The Council's Gorse Ride Regeneration Programme of an estimated 125m, alongside HRA new homes programmes, inclusive of commuted funding and retained Right to Buy receipts, amounting to a programme in excess of 80m. To enable Registered Providers (RP) and developers to maximise the delivery of new homes. Oversee an existing RP pipeline of at least 545 homes.

Special Requirements

The postholder will be required to work flexibly across Council offices, regeneration, development and acquisition sites, partner locations, community settings and governance meetings, including attendance outside normal office hours where required. The role participates in corporate emergency arrangements and is accountable for business continuity, information governance and cyber resilience across the regeneration and housing-delivery portfolio and requires travel within and outside the borough.

The postholder must maintain any professional qualifications, registrations or memberships required for the role and comply with all applicable professional, regulatory and organisational standards, including Housing Competence and Conduct requirements where applicable.

Politically restricted status, any formal client responsibility for Council-owned housing companies, and other designated responsibilities are to be confirmed.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	TBC
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N



Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	The role operates across Council offices, regeneration, development and acquisition sites, partner settings and governance forums, requiring regular engagement with Members, residents, developers, contractors, registered providers, professional advisers and public-service partners.





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Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	September 2026
Evaluated by:	Sally Halliwell, Head of HR and OD

