



Chief Executive

Information for candidates



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Introduction



Andrew McConnell
Board, Chair

WDH has been providing high quality homes and great places to live for almost 20 years. We're one of the largest housing associations in the north and we're proud of the outstanding reputation we've built over the last two decades.

We have aspirations to grow and, as we develop our next business strategy and our current Chief Executive chooses to move on, we're looking for someone to lead the organisation to deliver our strategy and achieve even greater things.

The housing sector isn't without its challenges and we have set ourselves some real stretching goals for the future, but it's one of the most rewarding industries I have worked in. Our people are passionate about what they do, we make a huge impact on people's lives and communities and we work with other key services to make sure that our customers have everything they need to succeed.

We're looking for someone who not only shares that passion and our values, but who also has the vision, knowledge and experience to help us to be even better. We're looking for someone to drive improvement, build on our high performing culture and create inclusive places where people want to live and work. We want to provide more homes in more places, grow and develop our services and be a voice for the communities we work with, building our brand as we grow. We're looking for the right person to lead us on that journey.

The Board and I are excited about the future and working closely with the successful candidate to build on our success and achieve even greater things. I look forward to meeting you.



Want to work in a place that values you?

Where you're offered a competitive salary and a great pension?

And where you can make a real difference?

You're in the right place!

Our customers are at the heart of everything we do, and this means we deliver services over and above the role of a traditional landlord.

We own and manage over 32,000 homes across the north of England and have ambitions to grow with more homes and services in the places our customers are.

We have a strong and inclusive culture and we're always on the lookout for talented and dedicated people to be part of our teams.

We pride ourselves on having a safe and positive environment, adopting a #proudtobeme policy and making sure you feel valued.

You spend a lot of your waking hours at work, so we offer a workplace where you can really be yourself, feel valued and access opportunities to progress and develop.

We are recognised as a disability confident employer and have achieved the Investors in People Silver accreditation.

Read on to find out more or take a look at our website www.wdh.co.uk

If you have any questions about a career at WDH, you can contact us by email on wdhrecruitment@wdh.co.uk or call us on 01977 788802.

Our **Vision** is to:
Create confident communities.

Our vision is supported by three, five year milestones.

2025 milestone

Making real change through social outcomes...

by working collaboratively and inclusively to deliver services people want and need.

2030 milestone

Improving lives through continued social investment...

by supporting communities and promoting self-sufficiency.

2035 milestone

Leading sustainability through social change...

through the provision of net zero carbon services.

Our **mission** is to:

Inspire...

our employees, tenants and partners to achieve their ambitions and deliver social change across our communities.

Transform...

our neighbourhoods and services to ensure they are responsive and adaptive to future needs and demands.

Promote excellence...

to ensure we continue to maintain the highest standards in all we do and increase customer, tenant and employee satisfaction.

Our **values** are to:

Be creative...

in our approach to everything we do, challenging ways of working, introducing new innovations and learning from others, and integrating with partners to deliver services to our tenants and communities.

Be inclusive...

in our approach, working with our tenants, communities and partners to care for our local communities and ensure fair access to locally delivered services.

Work with integrity...

ensuring we are professional in all we do and honest and transparent in the decisions we take, listening to the views of our tenants and communities.



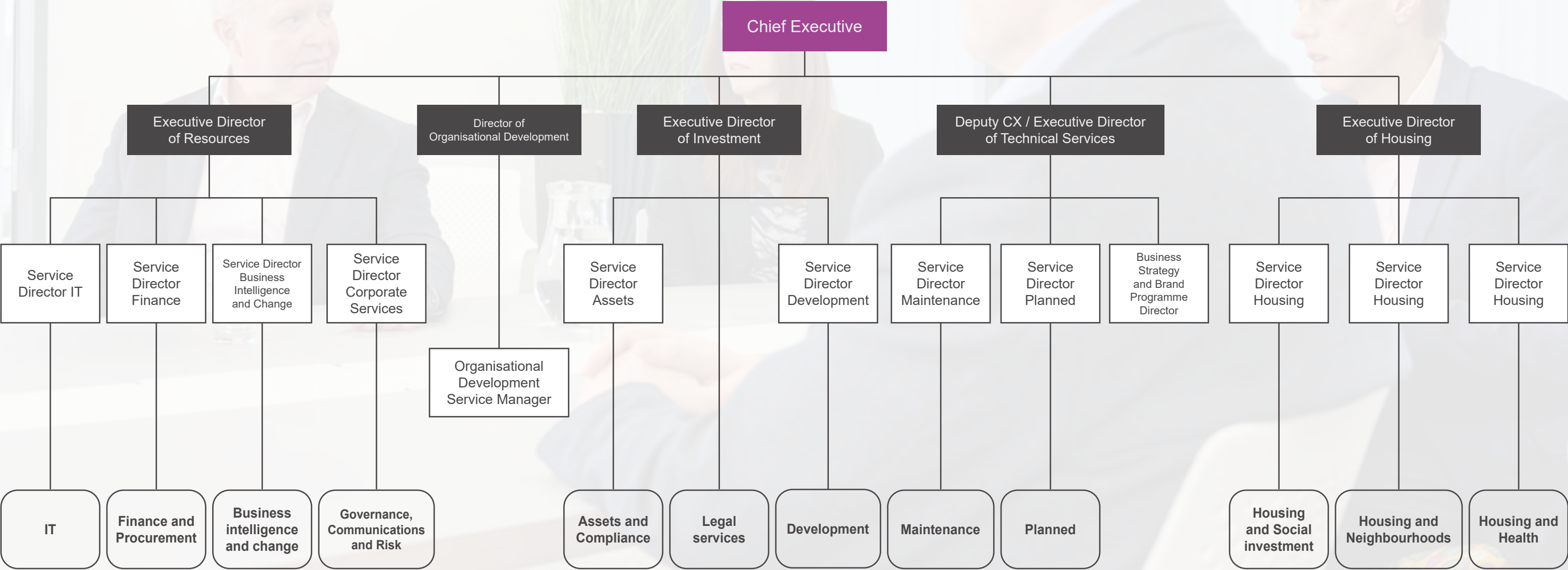
How we are managed

We have over 1,400 employees working in a wide range of roles who are committed to helping us achieve our vision of creating confident communities.

We're led by our Corporate Management Team (CMT) and our Board. Both are made up of people from different backgrounds, all experts within their field. Our CMT is responsible for directing the organisation within the boundaries agreed by the Board, through its Standing Orders and the Financial Regulations and Delegation Framework (FRDF).

Our structure

Our CMT is made up of people who are experts in their field, passionate about putting our customers first and creating confident communities. CMT is responsible for directing WDH within the boundaries agreed by the Board.



Job description

The Job

Is to:

- Be responsible through the Board for delivery of the highest standards of service, and develop and implement strategic priorities and business plans for the company and its trading subsidiaries

The bigger picture

You will:

- Be responsible for corporate governance and ensuring that the Board and its committees are empowered to control the affairs of the organisation
- Be responsible to the Board for the effective leadership of and for all aspects of the performance of the organisation and the development of its role, holding executive responsibility for all its day to day operations
- Be responsible for ensuring that the organisation is represented and promoted effectively to customers, other organisations and the general public
- Be responsible for ensuring the organisation meets the needs of tenants and residents throughout its area of operation, delivering the highest standards in maintaining excellence in our services by knowing more about our customers

The day to day

You will:

- Ensure that the activities of the organisation are carried out to the highest standards of integrity and professionalism in accordance with the requirements of the Regulator of Social Housing, Homes England, other regulators, statutory bodies and relevant legislation
- Manage the organisation effectively, ensuring that its financial security is maintained and enhanced
- Lead the development and implementation of the organisation's strategic goals, objectives and financial plans



- Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the organisation's activities, taking appropriate action as required
- Ensure systems are in place to enable the Board to fulfil its statutory responsibilities and exercise effective control of the organisation's affairs
- Ensure the provision of comprehensive high quality strategic human resources advice which facilitates good employment practice within the organisation
- Provide a training and development strategy for Board members and employees
- Lead and develop the Executive Team into a productive and effective forum for managing the organisation's affairs
- Develop a leadership style and culture in the organisation which motivates all employees to enable them to provide a high quality service to its customers
- Ensure action is taken to encourage and promote genuine tenant participation, and accessibility to tenants and their representatives
- Develop working relationships and partnerships with external bodies including Wakefield Council, voluntary, and statutory agencies, funders and the regulators to further the corporate aims of the organisation
- Promote the organisation internally and externally so as to ensure a positive external image and highly motivated workforce
- Develop new housing initiatives and business opportunities to meet identified housing needs and promote regeneration in the area of operation
- Represent WDH on local regional and national partnerships and with professional bodies and organisations

WDH offer

Salary and pension

The salary for this role is £239,000 per annum plus £5,000 car allowance. You will automatically become a member of the local government pension scheme, which is managed by West Yorkshire Pension Fund. This is currently a career average scheme with generous employer contributions.

Other benefits

- A total of 31 days holiday, plus statutory bank holidays
- An additional day off on your birthday
- Happy to talk flexible working, including options for reduced hours, compressed hours or other flexible working patterns
- Family friendly policies including enhanced maternity, paternity and adoption pay (shared parental leave is also available)
- A fantastic health and wellbeing package including BUPA / private healthcare
- A wide range of personal development opportunities, paying for professional membership fees along with training and personal coaching
- Access to WDH Rewards for a fantastic range of lifestyle savings and salary sacrifice schemes including cycle to work, home electronics and our car benefit scheme
- One day to take part in our Volunteering Scheme and a further day for your development.

Location

With our WorkSmart culture, our people have the freedom to decide where and when they work to meet the needs of their role and wider business. Your official work base will however be: Merefield House, Whistler Drive, Castleford, West Yorkshire WF10 5HX.

Hours of work

Hours are 37 hours, Monday to Friday.

There will be some travel required with the role and as this is a strategic leadership role work outside of core office hours may be required. Our WorkSmart flexible working arrangement can help you to achieve a work and life balance.

Probationary period

Confirmation of employment is subject to satisfactory completion of a six-month probationary period.



How to apply

Application Process

Please submit an up-to-date Curriculum Vitae (CV) and covering letter, ensuring that you quote the following reference number: **ema487**

It is important that your CV highlights supporting evidence of how your previous experience and skills relate to the criteria outlined in the job description and Person Specification. Within your CV, please supply the following:

- Full name and postal address
- Work and home telephone number, mobile number and email address (please note: most written communication with you will be electronic)
- Employment history (explaining any gaps)
- Education and dates your qualifications were obtained
- Current memberships of relevant professional bodies and dates

Your covering letter (maximum of three pages) should be used to convey why you are attracted to this role and what you will bring to this role. The covering letter is considered an important aspect of your application and will be used to assess your motivation for the role.

Please also complete the declaration form which includes equalities monitoring information. The equality and diversity information you provide will be treated in the strictest of confidence, will not be disclosed to the interview panel and will form no part of the selection process.

The timetable for the selection process is included below. In your supporting letter, please advise us if you have any difficulty with the outlined dates and / or any other dates when you are unavailable for assessment. We try to offer flexibility but it can be difficult to convene the selection panel outside the advertised selection dates due to diary commitments.

Please return your application by 12pm on the 20th September 2024 (electronic submissions preferred) to responsehandling1@emaconsultancy.org.uk

Your application will be treated with strictest confidence.



Assessment and Selection Process

All applications will be considered and assessed against the requirements of the Person Specification in order to select an initial long list of candidates. If you have been successful at this stage ema will contact you via phone / email immediately following the initial longlisting meeting with Wakefield District Housing.

Timetable

Process	Date
Closing date	12pm - 20 September 2024
Sifting interview	Week commencing 23 September 2024
Final interview	Week commencing 14 October 2024

Contact Details

If you have any queries about the position or the selection process; or if you would like an informal and confidential discussion with our consultant, please do not hesitate to contact Ian Robertson on 07947 126329.

Accreditations



Wakefield and District Housing Limited

A charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014. Register Number: 7530

Registered Office:
Merefield House
Whistler Drive
Castleford
WF10 5HX

OneCALL: 0345 8 507 507

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk



Vision

to create confident communities

Mission

to inspire, transform and promote excellence

Values

to be creative, inclusive and work with integrity