



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Housing & Communities
<b>Post Title</b>	Strategic Housing & Subsidy Maximisation Lead
<b>Post Number</b>	
<b>Accountable to</b>	Head of Resident Services
<b>Leadership responsibility for</b>	Matrix management for up to 20 staff
<b>Key leadership relationships</b>	<b>Internal:</b> Members of the Council, Chief Officers and all other appropriate Council officers and managers <b>External:</b> Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
<b>Work style</b>	This role falls within the Blended Working Policy
<b>Last updated</b>	January 2026

## Job Description - Principal purpose of job (role summary)

The post-holder serves as the new Corporate Strategic Lead for housing and subsidy maximisation in a role that is based with Adur and Worthing Councils and shared with Arun District Council.

This is a strategic role that will develop a new approach for how the councils can approach complex regulatory frameworks for housing costs and subsidy benefits where there are significant rising cost pressures for all three councils impacting on the financial viability of our operations. This work is urgent and this role will work creatively within a complex regulatory landscape to balance income maximisation in ways that balance the needs and vulnerabilities of our residents

As the Principal Lead, you will exercise significant autonomy to direct the strategic review and operational transformation of the Councils' approach to Housing Benefit subsidy, temporary accommodation models, and the exempt supported accommodation market. The post holder will be responsible for bridging the complex gap between Revenues & Benefits and Housing, creating a creative, commercially-minded, ethical and statutory-compliant approach to multi-million-pound budget management.

The post-holder is the designated strategic lead for all three Councils on the Supported Housing (Regulatory Oversight) Act 2023 and for developing and implementing new requirements including modelling current/future demand for supported accommodation, designing and implementing local licensing regimes and establishing enforcement standards where no national precedent exists. You will lead a Multi-Disciplinary Team across three authorities and you will be the strategic lead working with Sussex councils.

This role will maximise income for the councils through innovative recovery and chargeable service models during a period of transitioning through Local Government Reorganisation. The effectiveness of the role will be measured, but not limited to:

- Percentage increase in subsidy/income captured (or reduction in subsidy loss) year-on-year.
- Reduction in average length of stay in high-cost placements or supported accommodation.
- Review of rents and service charges to maximise income in ways that mitigate impacts for the most vulnerable people
- Delivery of transformation initiatives achieving identified savings/income within time and budget.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

## Main duties, tasks and responsibilities of post holder

<b>Leadership responsibilities</b>
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option
Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.
Promote the service and Councils positively at all times

<b>Role specific Duties and responsibilities</b>
Act as the strategic lead for housing subsidy maximisation across Adur District Council, Worthing Borough Council and Arun District Council, ensuring a consistent and coordinated approach to subsidy, income generation and cost control.
Lead the strategic management and optimisation of Housing Benefit subsidy, including exempt and supported accommodation claims, minimising subsidy loss and ensuring compliance with all

relevant regulations and audit requirements.
.Matrix Management of a Multi-Disciplinary Team (MDT) spanning Housing Needs, Revenues, Benefits, and Finance across three authorities.
Lead the inception and delivery of the new Supported Housing (Regulatory Oversight) Act 2023 including the local needs modelling and the new local licensing regime for supported housing providers, exercising delegated authority to approve or reject provider status based on the 2023 Regulatory Act.
Serve as the authoritative voice for the Councils on evolving housing law, ensuring all transformation initiatives remain lawful and audit-proof in a shifting regulatory landscape. As the councils expert in this field you will help develop the skills and capabilities of our teams to upskill them in relation to housing and subsidy.
Develop and maintain robust strategic housing and financial models to forecast demand, cost pressures, income opportunities and placement requirements, using data to inform decision-making and investment.
Provide strategic oversight of temporary accommodation (TA) models, including nightly paid, leased, and supported accommodation, ensuring placements are suitable, lawful, cost-effective and represent value for money.
The post-holder is responsible for the long-term strategic roadmap (3–5 years) for housing subsidy maximisation and regulatory compliance across three local authorities (Adur, Worthing, and Arun)
Lead on the development, negotiation and review of private sector leasing and supported accommodation arrangements, including rents, service charges, leases and management agreements, ensuring income targets are achieved.
Ensure timely review and maximisation of all chargeable income, including rents, service charges and recovery processes, working closely with Revenues, Benefits and Housing teams.
Provide expert advice to senior officers and Members on housing income, subsidy risk, cost pressures and strategic options, including clear recommendations and options appraisal.
Ensure compliance with all statutory, regulatory and audit requirements, including engagement with internal and external auditors and responding to findings or recommendations.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
<b>Manager Competencies</b>	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p>

Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A degree in housing, public policy, business, finance or related discipline (or equivalent experience).</p> <p>This role requires advanced, high-level expertise in the specialist discipline of Housing Benefit Subsidy Law and Supported Housing Legislation. The post-holder is the Councils' expert responsible for interpreting the Supported Housing (Regulatory Oversight) Act 2023 and complex DWP subsidy regulations</p>	<p>Professional qualification in housing (e.g., Chartered Institute of Housing) or income management desirable.</p> <p>Member of IRRV</p>
<b>Knowledge</b>	<p>Expert knowledge of subsidy frameworks (including exempt and supported accommodation), housing benefit/Universal Credit interfaces, temporary accommodation cost/placement issues and private sector leasing models. Expert working knowledge of relevant legislation/regulation: Supported housing regulation/funding, private sector leasing, service charges, landlord &amp; tenant law. Deep understanding of local government finance and subsidy gaps.</p>	
<b>Experience</b>	<p>Extensive experience working in a local authority housing environment, with exposure to both temporary accommodation/homelessness and subsidy/income</p>	
<b>Communication</b>	<p>Ability to communicate complex financial, housing and subsidy information clearly and persuasively to a wide range of audiences, including Members, senior officers, auditors, partners and operational staff.</p>	<p>Experience of presenting or briefing at Cabinet, Committee or Member workshops, including responding to challenge and scrutiny.</p>

	<p>Strong written communication skills, with experience of producing clear reports, briefings and business cases, including options appraisal and recommendations for decision-making.</p>	<p>Experience of working with external auditors, regulators or inspection bodies, contributing to formal responses and action plans.</p>
<p><b>Relationship Building</b></p>	<p>Proven ability to build and maintain effective working relationships across multiple teams, services and organisations, including housing, revenues, benefits, finance and external partners.</p> <p>Experience of working successfully in a politically sensitive environment, building trusted relationships with elected Members while maintaining professional independence.</p> <p>Ability to establish productive partnerships with external stakeholders, including Registered Providers, private landlords, managing agents and support providers, to deliver shared outcomes.</p>	<p>Evidence of effective partnership working across multiple authorities or shared services, including managing differing priorities and governance arrangements.</p> <p>Experience of influencing outcomes through networks, forums or strategic partnerships beyond the immediate organisation.</p>
<p><b>Analytical</b></p>	<p>Excellent analytical and financial skills: able to interpret complex data, financial models, subsidy returns, cost drivers and propose viable options.</p>	
<p><b>Planning/ Organising</b></p>	<p>Experience in developing and delivering multi-year strategic roadmaps and annual service plans that align with corporate objectives.</p>	
<p><b>Other requirements</b></p>	<p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction (if applicable)</p> <p>Ability to work with complexity and ambiguity</p> <p>Able to travel within the Adur and Worthing Districts</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	