

# Director of Housing

Candidate Pack | December 2025 – January 2026







## Welcome From Kathy Nixon

Deputy Chief Executive  
Babergh and Mid Suffolk District Councils

Dear Candidate,

Thank you for your interest in the role of Director of Housing at Babergh and Mid Suffolk District Councils. This is an exciting and critical time for our housing service.

Over the past few years, we've been on a significant transformation and improvement journey. We've made real progress in strengthening compliance, improving performance, and building a more open, accountable and resident centered culture. But we know there is more to do.

Our ambition is clear: to deliver a housing service that residents trust, that meets the highest standards of safety and quality, that plays a full part in shaping the future of our districts, and enables residents to build settled and healthy lives within sustainable and thriving communities.

Our service spans Repairs & Maintenance, Assets, Housing Management, and Homelessness & Housing Needs. Each has its own pressures and interdependencies, and we need clear expectations, effective coordination, collaboration and consistent performance across all functions.

In 2024, Babergh and Mid Suffolk were recognised as *Council of the Year*, underscoring the strength of our leadership, culture and direction, and the responsibility that comes with maintaining high standards under scrutiny. Central to this has been the strong and constructive engagement with Members across both councils, built on trust, openness and a shared focus on outcomes for residents.

We are preparing for a mock inspection in January and expect a formal regulatory inspection later in the year. This means the next Director must provide steady, credible people centered leadership from day one, ensuring risks are understood and managed.

Financial pressures are real. Rising repairs inflation, increasing temporary accommodation demand, and compliance costs mean HRA and General Fund decisions must be strategic and sustainable, whilst having resident outcomes as our main focus.

Culturally, teams have been through significant change. They need a leader who is visible, honest, and supportive, someone who can continue to build confidence, ensure effective communication and engagement, and embed an even more tenant- focused way of working.

If you join us, you will find a culture that values transparency, collaboration and care. You will have the chance to make a lasting difference for thousands of residents, to shape the future of housing in Suffolk, and to work with colleagues who genuinely care about the places we serve.

This job is about steering a housing service through regulatory scrutiny, embedding cultural resilience after major transformation, and delivering safe, high- quality homes across two diverse rural districts, and 7000+ properties.

If our values resonate with you, and you have the experience and energy to take our housing service to the next level, we'd love to hear from you.

Best wishes,  
Kathy



# About Babergh and Mid Suffolk District Councils

Babergh and Mid Suffolk District Councils are passionate about building communities that people want to live, work, visit and invest in.

Following the local elections in 2023, in Babergh, the Green, Independent and Liberal Democrat groups formed a coalition for the four-year term and in Mid Suffolk, the Greens have an overall majority and is the first Green Council in the country. Both councils have Cabinet governance.

We became a dual authority in 2011, with our two sovereign councils sharing a workforce of over 600 people. This has transformed what we do - we've been able to deliver services more effectively and efficiently, with improved knowledge sharing.

## **But working together was just the start.**

We've used our size to influence and collaborate more widely, and our staff use this as a platform to relentlessly innovate and achieve better outcomes. We serve around 200,000 residents across two districts and are well known for our collaboration and partnership working across public, private and voluntary sectors.

The richness of these partnerships is a bedrock of our approach, ensuring we can co-design or enable the right solutions for communities and work more efficiently. But working together as a dual authority does not mean 'one-size-fits-all'. We take a place-based approach, finding the right solutions for every area.

## **Innovating, and doing things differently**

Mid Suffolk District Council has invested £36million acquiring land on the edge of Stowmarket and is developing Gateway 14, a major new business, innovation and logistics park. Garden and leisure retailer The Range was secured as the first occupier on the site, which is part of the Freeport East, creating 1,650 jobs.

Other businesses are also moving in, including from the sustainable building sector, and it is fast becoming an emerging centre for green and hi-tech industries.

We are also developing an £18million Skills and Innovation Centre at the site. This centre will create a fantastic talent pipeline for local businesses – with a particular focus on the green economy, digital and AI technology. This is due to open in summer 2026.

Crucially, it will bring businesses and training together in the same centre – not only helping bridge the skills gap, but helping firms to grow and innovate, and encourage more inward investment.

Babergh and Mid Suffolk were the first rural councils in the UK to start the switch from diesel to hydrotreated vegetable oil (HVO) to fuel its fleet of bin lorries – drastically reducing emissions. We were also the first rural authorities in the UK to commission a full tree canopy survey. The aim was to identify and protect existing places where biodiversity is thriving, while also locating areas with low coverage or gaps where it could be strengthened.







Following publication of a revised National Planning Policy Framework in December 2024, which resulted in an increase in housing numbers for Babergh by 86% and for Mid Suffolk by 37%, we are now carrying out a full review of our Joint Local Plan, adopted in November 2023. A new Local Development Scheme was published by the Councils in March 2025. Meanwhile, we continue to support communities to develop Neighbourhood Plans.

**We invest in our people so they can drive us forward**

**In 2023, our councils won the Smarter Working Live Award for Putting People First**, in recognition of our extensive wellbeing support for our workforce. We consistently invest in the development of staff – from apprenticeships to our leaders of the future.

Over the past few years the senior leadership team and heads of service have been participating in an externally-facilitated leadership programme. It is important to us to continue our commitment to supporting individual senior managers' personal development journeys. **We never want to stop developing ourselves and others.**

SLT work hard to balance time for strategic planning alongside day to day demands and hold regular strategic planning and review days.

We hold an annual in-person staff conference, Navigating our Future, to bring our teams together for a day of team-building and workshops.

We have also introduced additional non-pay benefits for all staff, including electric car and cycle leasing through salary sacrifice, a 24/7 GP helpline, and optional health checks every two years.

### Where we work

We have embraced a flexible working strategy, with a combination of home working, and staff based from the office, our depots, customer access points, and working remotely. **Our ethos is that work is something you do, not somewhere you go.** But we've worked hard to ensure we have the right environments for staff to be at their most effective - combining technology, facilities and management support. We have created a superb new modern office at our main office in Endeavour House, Ipswich, with collaborative working at its heart. This is a short walk from Ipswich Railway Station, and overlooks Ipswich Town's football stadium.

### Devolution and Local Government Reorganisation

Babergh and Mid Suffolk are part of the Government's Devolution Priority Programme and welcome the devolved powers and additional investment following the establishment of a Combined Authority for Norfolk and Suffolk in 2026.

The councils have been working with others in Suffolk and have submitted a proposal for Local Government Reorganisation, expected to take effect in April 2028. The successful candidate for this post will have the opportunity to work with colleagues across Suffolk to contribute to the development of future plans.



# Why should you join Babergh and Mid Suffolk?

Babergh and Mid Suffolk Councils

We are perfectly positioned in the heart of Suffolk, with historic market towns, beautiful villages and acres of countryside, with good train lines to London, Cambridge and Norwich and key road networks (A12/A14).



We have a local population of around 200,000 in an area that has consistently been voted as among the best places to live in the country.



Babergh is part of the Suffolk Coast and Heaths AONB, which includes the Stour and Orwell estuaries, a site of European nature conservation interest, and Dedham Vale and Stour Valley AONB.



Babergh and Mid Suffolk are rich in heritage assets. We have 60 designated conservation areas, over 6,400 listed buildings, 60 scheduled monuments and seven registered parks and gardens which represent 45% of the designated heritage assets in Suffolk.



At the heart of everything we do is our vision to create thriving, sustainable, empowered communities that leave a positive legacy for our children and grandchildren. This is underpinned by strong and valued partnerships with our communities, businesses and statutory, voluntary and private sector colleagues.





# We are Council of the Year 2024!

Babergh and Mid Suffolk District Councils were named **Council of the Year 2024**, a national recognition of the strength of our leadership, culture and impact. The award reflects sustained improvement across services, a strong focus on outcomes for residents, and a clear commitment to working differently, with communities, partners and staff.

Judges highlighted the councils' ability to deliver at pace while remaining values-led, particularly in areas such as housing, place, transformation and organisational culture. This recognition is not about a single initiative, but about how the councils operate day-to-day: collaborative, ambitious, and grounded in public service.

This just helps to highlight how the Council can be both: high-performing and human, one that backs its people, expects high standards, and creates the conditions for meaningful, place-based impact.



**Watch all the details via the video/link below:**

**Council of the Year 2024 - Babergh and Mid Suffolk District Councils**

# Our Values

...we believe in

Our values are at the heart of everything we do. They guide how we work with our residents, our colleagues, and our partners, and they shape the kind of leadership we are looking for. As Director of Housing, you will be expected to live these values every day:



## **Our Customers**

We empower, value and develop our people to work together as one dynamic and efficient team.



## **Being Ambitious**

We care about delivering high quality, customer-focused outcomes with our communities and partners.



## **Taking Ownership**

We are open, transparent and truthful.



## **Being Open and Honest**

We take pride in our work and take responsibility for our actions.



## **Our People**

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.



# Supporting our people and wellbeing

Leading housing services through regulatory scrutiny, financial pressure and organisational change is demanding. We recognise that sustainable improvement depends on supporting the people who lead and deliver our services, not just setting expectations.

Alongside our improvement journey, Babergh and Mid Suffolk continue to invest in the wellbeing of our people, learning and resilience. Recent sessions and support have included topics such as:

- managing pressure, resilience and wellbeing at work
- inclusive leadership and supporting mental health
- handling change, uncertainty and organisational transition
- practical support for managers leading teams through challenge

This offer reflects our belief that strong performance, openness and care go hand in hand. We want leaders who value high standards and accountability, but who also understand the importance of creating an environment where people feel supported, trusted and able to do their best work.





# The Opportunity

**Lead a housing service through regulatory scrutiny, cultural change, and operational complexity. Two councils, 200+ staff and nearly 7,000 properties.**

## Director of Housing

**Salary:** Competitive

**Location:** Suffolk (Endeavour House, Ipswich)

**Hybrid working** with strong on-site presence

Babergh and Mid Suffolk District Councils are proud of the progress we've made in housing over the past few years, but we're honest about the fact that there's still work to do. We want a service that places residents at the centre and that they can trust, that meets the highest standards of safety and quality, that strengthens our communities and that is connected to the wider ambitions for our districts.

You will be stepping into a service that has been through major transformation and seen significant improvements to tenant outcomes. There's a strong foundation, and we want to ensure that this progress is sustained, especially around compliance, repairs performance, and customer experience. Our current areas of focus are embedding our neighbourhood management offer to tenants, improving our void performance, and bringing all our homes up to the Decent Homes Standard. We are also preparing for a mock inspection in January and expect a formal regulatory inspection later in the year, so your leadership will be critical from day one.

You will lead a service that spans two districts, with distinct geographies and political priorities, and manage a significant budget under pressure from repairs inflation, and increasing compliance costs. You will need to balance HRA and General Fund sensitivities, make strategic trade-offs, and keep Members and the Regulator confident that risks are under control.

Your first year will be about:

- Getting us inspection-confident.
- Keeping compliance watertight.
- Embedding cultural resilience after a period of change, supporting teams, and building confidence.
- Driving performance improvements in repairs, voids and customer experience.
- Continuing to build on the effective prevention and early intervention focus on homelessness.
- Delivering a plan to ensure all our homes meet the Decent Homes Standard following our stock condition survey.
- Managing financial pressures and making smart decisions about HRA and General Fund resources.
- Tackling rural housing challenges, hidden deprivation, dispersed stock, and retrofit programmes.
- Making housing a visible, collaborative partner across health, social care and the wider council agenda.

This job will be about leading through scrutiny, shaping the future of housing in Babergh and Mid Suffolk, and making a real difference for thousands of residents.

If you're ready for that challenge. and if our values of openness, ambition and accountability resonate with you, we would love to hear from you.

For a confidential conversation, contact our consultants at Penna:



**Kelly Ridley**

on 07709 512415 or email:  
[kelly.ridley@penna.com](mailto:kelly.ridley@penna.com)



**Bruna Varante**

on 07858 306725 or email:  
[bruna.varante@penna.com](mailto:bruna.varante@penna.com)



**Vikhram Singh**

on 07885 643 273 or email:  
[Vikhram.Singh@penna.com](mailto:Vikhram.Singh@penna.com)

# Job Description

**Post**

Director of Housing

**DEPARTMENT:**

Housing

**REPORTING TO:**

Deputy Chief Executive

**RESPONSIBLE FOR:**

- Building Services
- Housing Projects and Programmes
- Housing Solutions
- Systems Support
- Tenant Services

**GRADE:**

Director

**MAIN JOB PURPOSE:**

To be part of the Senior Leadership Team contributing to strategic and tactical planning for both Councils and leading the overall implementation of the Councils' vision and values, providing a strong sense of direction, integrity, optimism and purpose across both organisations.

To work in a corporate manner taking account of the wider implications beyond the service areas for which are you responsible and, where necessary, working in a matrix management context on various corporate projects. To ensure that your service areas not only deliver their specific service objectives but also act in a corporate manner, fully engaged in all

organisational initiatives including business and financial planning, workforce development, customer access, marketing and communications, emergency incident responses and collaborative working with other partners.

**DUTIES AND RESPONSIBILITIES:**

To ensure the successful embedding of the vision that residents of Babergh and Mid Suffolk are able to live in high quality, affordable homes, which enable them to build settled, safe and healthy lives in sustainable and thriving communities. To ensure the tenant voice feeds into all policies and strategies.

To lead on the successful embedding of the Homes and Housing and Homelessness Reduction Strategies ensuring that, whilst working with colleagues from other Directorates, the Councils are able to deliver the aspirations developed in the Strategies.

Provide the organisational strategic vision for all aspects of the Housing Service, including the development of the 30 year Business Plans for the two Housing Revenue Accounts ('HRA') and management of all finances, taking account of the relationship with the General Fund, including overseeing programmes of capital investment.

To work collectively and collaboratively with various stakeholders at a strategic level to ensure a whole system approach to developing aspirational housing services, to meet the needs of residents now and in the future.

To develop expert working relationships with key stakeholders, ensuring that housing, health and the wider Suffolk System work in partnership to meet the needs of residents.

**Responsible for the following functions:**

- Asset Compliance
- Asset Management
- Repairs and Maintenance
- Voids
- Housing Projects and Programmes
  - A Programmes approach to multiple Housing Projects
  - Housing Programme Board
- Housing Solutions
  - Choice Based Lettings
  - Homelessness and Homelessness Prevention
  - Housing Policy and Strategy
  - Private Sector Housing
  - Rough Sleeper Services
  - Strategic Housing
  - Temporary Accommodation
- Systems Support
  - Systems Team responsible for the Housing Software System
- Tenant Services
  - Anti-Social Behaviour
  - Income Collection
  - Leaseholder Services
  - Neighbourhood Management
  - Right to Buy
  - Sheltered Housing
  - Tenancy Management
  - Tenant Engagement



Effective management of Babergh and Mid Suffolk District Councils' approximately **7000** housing stock, ensuring all compliance and Health & Safety measures are in place, including Fire Safety, Legionella, Asbestos, Damp and Mould, Electrical testing, Gas Testing and LOLER.

To embed a framework for repairs and maintenance services that encourages and supports tenants to maintain their own home and meets the changing economic need of tenants and the business.

To optimise delivery of the Building Services Housing Repairs service.

To ensure the effective management of empty HRA units (voids), ensuring void periods are minimised and rental income is maximised.

### **Housing Projects and Programmes**

To act as 'Project Sponsor' for key Housing Projects, ensuring they are delivered on time and within budget.

To take an active role in the Housing Programme Board, providing support and critical challenge to 'Project Leads' ensuring projects meet the strategic aims of the organisations and the Homes and Housing Strategies

### **Housing Solutions**

Ensure compliance with the Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2017 and any other relevant legislation, which ensures the Councils meet their obligations to those who are homeless or

at risk of homelessness. To implement the Renters Reform Act.

To ensure the successful development of new initiatives within the Private Sector Housing Service including the management of Empty Homes and Improving the energy efficiency of the Private Rented Sector.

To ensure the successful embedding and further development of the Independent Living Service, our in-house model for the delivery of Disabled Facilities Grants.

Through the work of the Strategic Housing Team and working closely with the Assets and Investments Directorate ensure the delivery of affordable and appropriate housing is optimised, whilst minimising the number of empty properties in Babergh and Mid Suffolk.

### **Systems Support**

Responsible for the Housing Software System.

### **Tenant Services**

To ensure a high performing housing and neighbourhood management service is provided for our tenants and properties across the Districts.

To ensure the effective management of Anti-Social Behaviour, ensuring risks to residents and neighbours are minimised and prevent escalations.

### **Social Housing Regulation**

To ensure we are compliant with the Consumer Standards, inspection confident and tenant outcome focused in all of our decision making.

### **Generic Responsibilities**

To produce and implement required strategy/work programmes for the Service Area in conjunction with the Senior Leadership Team.

To support the implementation and realisation of the Councils' Strategic Plans by developing and implementing service planning, promoting and reporting performance regularly across the two Councils and with partners.

To lead strategic and operational planning to achieve business goals by fostering innovation, prioritising initiatives, and co-ordinating the evaluation, deployment, management of resources and ensuring excellent internal/external communications.

To plan, co-ordinate, direct, and design all operational activities as well as providing direction and support for services, and value for money.

To ensure we deal with our tenants in an effective way, whether they are in contact with one Council service or several, ensuring that the services across both Councils are sensitive to the needs of individuals and the wider community.

To produce a costed (budgets, resources, IT and people) programme plan each year, reflecting the organisational Medium-Term Financial Plan.

To support the service areas in identifying, specifying and implementing new ways of working which produce demonstrable efficiency savings and/or improved service delivery, and to identify/encourage opportunities for service transformation and improvement.

To work with the Senior Leadership Team and both Cabinets to deliver a transformational agenda that enables both Councils to deliver their corporate objectives effectively and efficiently using innovative approaches.

To build and lead successful joint working arrangements and partnerships in a 'whole system' approach with the wider public, private and voluntary sectors, internal and external service providers and agencies to deliver high quality, cost effective services and improved outcomes for communities.

To ensure that all duties and service activities are carried out in compliance with statutory processes, corporate policies and the Councils' constitutions.

To be accountable for the delivery, continuity, recovery, information security, and risk management of the service. To escalate risks where appropriate.

To ensure the effective use of resources – capital and revenue budgets, resource planning and management. Also to ensure that appropriate controls (e.g. governance, project management, change control, security policies etc.) are undertaken in such a way to ensure high quality and timely outcomes to meet organisational requirements.

To oversee the commissioning, negotiation, and administration of services, in accordance with Council policy.

To lead and/or participate in key strategic projects and undertake research as required.

To play a key role in the interface between two sets of Elected Members and employees, supporting the democratic processes, and providing advice as appropriate. Proactively to manage any conflicts which may arise as a result of having separate political leadership.

To lead the effective management and development of employees within the service, and to maximise the contribution of employees by ensuring that the Councils' performance appraisal and development processes are undertaken effectively, and that the Councils' Human Resources and Equalities Policies are applied consistently.

To enhance each Council's reputation by promoting a positive image of each organisation and its communities, and to represent each Council equally and without bias.

To undertake, as required, specific responsibilities in emergency planning, participating in the corporate response to civil and national emergencies, responding to events in accordance with the Civil Contingencies Act 2004.

To be aware of your responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007 and the implications of this on yourself and the Councils. This creates a new statutory offence that arises if the way in which the Councils' activities are managed or organised

causes a death and amounts to a gross breach of duty of care towards the deceased person.

To undertake such other duties as may reasonably be required which are compatible with and/or arising from those listed above.

### **Additional Information**

This post is designated as being politically restricted in accordance with the terms of the Local Government and Housing Act 1989.

This post has responsibility to provide Emergency Response support for any emergencies as and when required in accordance with the Council's duties under the Civil Contingencies Act 2004.



# Person Specification

REQUIREMENTS	
1.	EXPERIENCE AND KNOWLEDGE
1.1	Demonstrable experience and evidence of consistently delivering high quality affordable social housing services within a complex, multi-agency social housing environment.
1.2	Proven leadership at a senior level in managing multi-functional teams delivering social tenancy management, homelessness prevention, repairs and asset management and vulnerable households engagement services.
1.3	Experience in developing and delivering strategic programmes and projects aligned to social housing, homelessness prevention and local community and vulnerable households' wellbeing objectives.
1.4	Experience of successfully implementing forward thinking and innovative social housing management and communities service changes.
1.5	Experience of contract management with strong social value and commercial acumen.
1.6	Strong track record in budget management, workforce development, and performance improvement within affordable social housing services.
1.7	Experience of working at a senior level in local government or a registered provider, with direct engagement with Elected Members and governance structures.
1.8	Experience of working in pursuit of collaborative/organisational goals.
1.9	Experience of building relationships with a variety of different stakeholders including partners, politicians and internal stakeholders

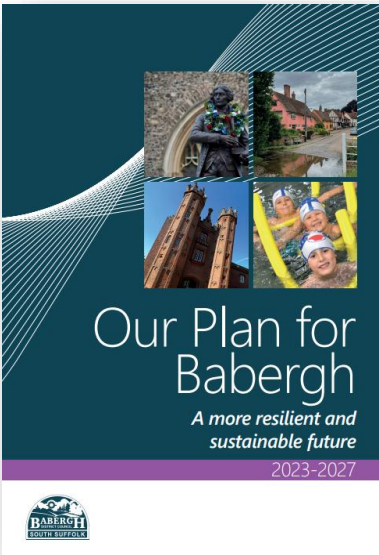
2.	COMPETENCIES
2.1	<b>LEADING AND DECIDING</b> Exercises strong and effective leadership. Initiates action, provides direction and takes responsibility.
2.2	<b>SUPPORTING AND CO-OPERATING</b> Supports others and shows respect and positive regard for them. Puts people first, working effectively with individuals and teams including customers and staff. Consistently demonstrates clear personal values that complement those of the organisation.
2.3	<b>INTERACTING AND PRESENTING</b> Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident, approachable and enabling manner.
2.4	<b>ANALYSING AND INTERPRETING</b> Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates effectively both in writing and verbally taking account of the relevant audiences.
2.5	<b>CREATING AND CONCEPTUALISING</b> Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.
2.6	<b>ORGANISING AND EXECUTING</b> Plans ahead and works in a systematic and organised way. Follows and interprets the Councils' constitutions and other policies and procedures. Focuses on tenant satisfaction and delivers a quality service or product to the agreed standards.
2.7	<b>ADAPTING AND COPING</b> Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.
2.8	<b>ENTERPRISING AND PERFORMING</b> Focuses on results and achieving personal work objectives. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development.



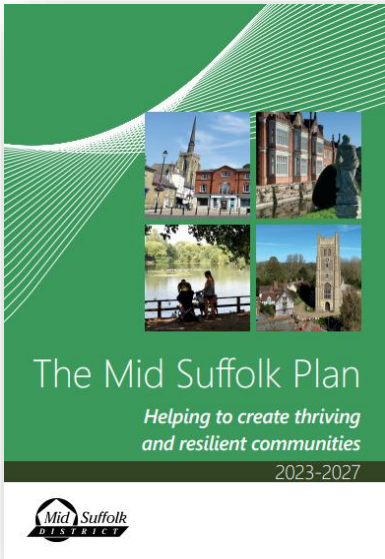
3.	EDUCATION AND TRAINING
3.1	Relevant experience in the delivery of Housing Management, Housing Solutions or Housing Support services as evidenced by a successful track record of achievement.
3.2	Relevant professional qualification, e.g. MCIH or equivalent level 5 Housing Qualification (or have started working towards the same).
3.3	Evidence to support commitment towards continuing professional development.
Specific	Significant (5yrs +) experience of working in Housing Services.
Equality and Diversity	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).



# Further Reading



**Our Plan for Babergh A more resilient and sustainable future 2023-2027**



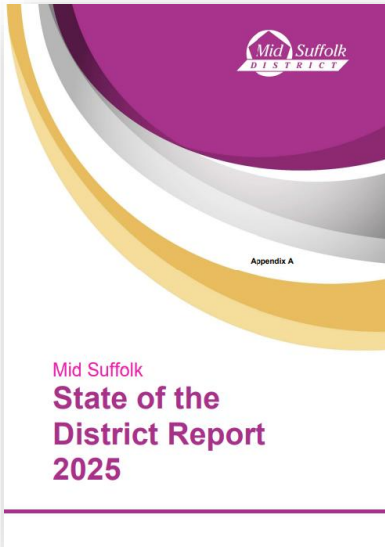
**The Mid Suffolk Plan Helping to create thriving and resilient communities 2023-2027**



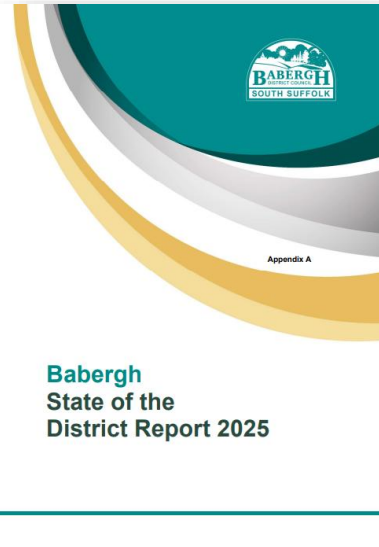
**Homelessness Reduction and Rough Sleeping Strategy**



**HOMES AND HOUSING STRATEGY 2025**



**Mid Suffolk State of the District Report 2025**




**Babergh State of the District Report 2025**



**Tenant Engagement Strategy**



# ELT Structure Chart



Arthur Charvonja

Chief Executive

Heads of Service:

David Connors – LLPG, Land Charges and Electoral Services



Kathy Nixon

Deputy Chief Executive



Tom Barker

Chief Operating Officer

Heads of Service:

Joanna Cordingly – HR & OD

Jonathan Ward – Climate Change & Nature Recovery



# How to Apply

This guidance contains important information to help with your application:

Please apply by submitting a CV and Supporting Statement (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.

Please ensure your CV includes your full employment history and that both your CV and supporting statement clearly demonstrate how you meet the requirements set out in the person specification. We may seek to verify this information as part of the recruitment process.

Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.

Please share with us in your Supporting Statement the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.

Please complete the Equal Opportunities Monitoring Form when you upload your details via our website.

Please upload your application by the closing date – no applications will be accepted once the long listing process has begun.

Following long-listing, you will be contacted directly by a Penna consultant to update you on the status of your application.

Asking for adjustments: we’re committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us.

**To apply for this role, please visit the following link to upload your CV and Cover Letter: <https://execroles.penna.com>**

Key Stages and Dates	
Applications deadline (CV + SS)	22 January 2026
Technical Interviews (Online)	w/c 26 <sup>th</sup> January 2026
121 Kathy (Online)	w/c 2 February 2026
Final interviews (In Person)	6 and 9 February 2026

For questions or an informal discussion, please contact:



**Kelly Ridley**  
on 07709 512 415 or email: [kelly.ridley@penna.com](mailto:kelly.ridley@penna.com)



**Bruna Varante**  
on 07858 306 725 or email: [bruna.varante@penna.com](mailto:bruna.varante@penna.com)



**Vikhram Singh**  
on 07885 643 273 or email: [Vikhram.Singh@penna.com](mailto:Vikhram.Singh@penna.com)



## Penna Executive Search

### *Inclusive Leadership ...Redefined!*

At Penna, we specialise in connecting outstanding professionals to senior leadership roles that shape the future of local government.

Our decades of experience working with local authorities set us apart. We understand the demands of political leadership, the importance of corporate plans, and the skills needed to navigate complex, challenging environments.

We work with integrity, imagination, and determination to ensure every placement is the right fit. Whether you are looking for leaders who can deliver major change initiatives, champion high performance cultures, or build stronger partnerships with communities and stakeholders, our specialist team will help you find the talent who can turn vision into reality.

At Penna, we don't want to just fill roles, we want to build leadership that delivers stronger, fairer, and more sustainable communities.

[www.penna.com](http://www.penna.com)





**Thank you for your interest in the role!**

