



# CANDIDATE BRIEF

FOR THE POSITION OF EXECUTIVE  
DIRECTOR – ASSETS & DEVELOPMENT

SEPTEMBER 2023



HILARY CHANNING  
ASSOCIATES



[www.hilarychanningassociates.co.uk](http://www.hilarychanningassociates.co.uk)

[hilary@hilarychanningassociates.co.uk](mailto:hilary@hilarychanningassociates.co.uk)



# Welcome from the Chief Executive

Thank you for your interest in this exciting role with Saxon Weald.

This opportunity comes at an important time for Saxon Weald and the housing sector in general, with political and economic uncertainty making the provision of affordable homes ever more important.

The role of Executive Director – Assets & Development is pivotal for Saxon Weald. You will use your significant property expertise & knowledge to deliver our asset and development strategies, ensuring that the optimum financial performance and social value is achieved. We want to invest in our existing homes, ensuring that they are safe and warm, and build hundreds of new energy efficient affordable homes.

You will have the support of two experienced and ambitious teams, combining expertise in asset management, health & building safety, new business opportunities, development programme, project management and sales. Two Assistant Directors will directly report to you.

Your visible leadership skills, passion, and enthusiasm will be key in providing strong guidance, support, and direction throughout the organisation.

Playing an active role in the Executive Team and providing reports to the Board and Committee on matters of your responsibility, your contribution will deliver excellent outcomes for our customers, while ensuring our values permeate everything we do.

Our vision “Great homes, building futures”, along with our three strategic aims, provides the organisation with clarity and a sense of direction. Saxon Weald is a dynamic, forward-looking company with an ambition to grow and explore options and opportunities.

Your input will significantly shape our future direction, adding value, ideas, inspiration, and making a tangible impact to our continued success.

We have a great record in attracting the very best people. I am particularly interested in individuals who prioritise the social value they create, can see the bigger picture, and possess leadership and motivational qualities.

If you are someone who wishes to make a substantial contribution to the development of a better Saxon Weald for both our customers and staff, then we want to hear from you.



*Steven Dennis*

Chief Executive

# Making your application

Hilary Channing Associates has been appointed to manage the recruitment process. Therefore, all applications should be emailed to [Hilary@hilarychanningassociates.co.uk](mailto:Hilary@hilarychanningassociates.co.uk)

Before submitting your application, please carefully read the following guidelines to ensure that you meet our requirements.

## Your CV

Please ensure that your CV is up to date and no longer than 4 sides of A4 paper. When providing information about your past employment, please explain any gaps in your employment history. Additionally, provide us with an up-to-date contact number, home address, and email address.

## Your Supporting Statement

Please keep to a maximum of 2 sides of A4. This is your opportunity to demonstrate your suitability and motivation for the role and will be used for longlisting purposes. Our values are integral to our recruitment process, so please include how you align with these and highlight the added value you would bring to Saxon Weald. Short examples of achievements are also helpful.

Once you have your CV and Supporting Statement ready, there is Declaration Form on our website which needs to be completed and a link to our Equality and Diversity Form which you are invited to complete.

The deadline for applications is **28 September 2023**.

We will acknowledge your application within 24 hours of receipt, so in the event you do not receive this acknowledgement, please let us know so that we can check. Please note that proof of emailing does not mean proof of receipt.

Prior to submitting your application, it is important to review our Privacy Statement on our website. This will provide information on how we handle and utilize your personal information.

If, after reviewing this brief, you would like to have an informal chat with Hilary Channing please email to schedule a call back.

[Hilary@hilarychanningassociates.co.uk](mailto:Hilary@hilarychanningassociates.co.uk) or call **07718 627740**.

We look forward to receiving your application.

**Hilary Channing**

Managing Director, Hilary Channing Associates





# Recruitment process and key dates

Your application will need to be received by 9am on 28 September 2023.

We will be long listing applications the following week and will be in contact again on 3 October 2023 to let you know the outcome.

Longlisted candidates will be invited to attend an initial interview which will be held virtually via Teams or Zoom.

Candidates who are shortlisted from these interviews will be invited to undertake online executive profiling and to attend a final assessment day.

On the final assessment day, you will have the opportunity to meet the Chief Executive, Executive Management Team, Assistant Director direct reports, as well as the Chair and a Board member from Saxon Weald. Full details will be available to the shortlisted candidates in advance.

Please let us know in your application if you have difficulty with meeting the scheduled interview dates.

Recruitment Stage	Dates
Closing date for receipt of applications:	9am Thursday 28 September
Initial interviews (virtual):	Tuesday 10 October & Wednesday 11 October
Online executive assessment:	Week commencing 16 October 2023
Assessment & Final Interviews:	Wednesday 25 October 2023



# About us

Established in 2000, Saxon Weald is a thriving housing association that manages approximately 7,000 homes in Sussex and Hampshire. We provide affordable rental properties for individuals and families, as well as exclusive housing options for individuals over the age of 55. In addition, we operate 11 extra-care schemes that offer vital additional support to our residents. Through our Weald Living brand, we also provide homes for market rent, shared ownership, and outright sale.

As a social business and community benefit society, we make a profit for purpose: reinvesting the money we make into improving existing homes and building new ones.

Located in our recently refurbished head office in Horsham, we employ over 250 dedicated professionals who provide a wide range of services to our customers.

## *Great homes, building futures*

The connection between housing, health and education is well established. Our vision is centred on our commitment to provide people with safe, warm, affordable homes to enable them to make the most of their lives.

## Saxon Weald's values

Saxon Weald's values are our guiding principles and reflect what is most important to us. Being customer-led is critical to our success and requires a deep understanding of our customers and their needs. We actively seek feedback on how our services are performing and use this insight to drive continuous improvement. We place our customers at the forefront of our decision-making process at all levels of the organisation.

Our actions are guided by the following five values:

-  **Be customer led**
-  **Be one team**
-  **Be forward thinking**
-  **Be inclusive**
-  **Do the right thing**



## Our strategic aims

Our corporate plan is centred around three strategic aims that support our vision and set our direction for the future. These aims are designed in response to the ever-changing economic and political landscape, the needs of our customers, and our commitment to providing efficient and high-quality services.

- Focus on our customers
- Invest in our homes
- Be a great place to work

## Structure and governance

Saxon Weald is a charitable community benefit society, registered with the Financial Conduct Authority. We are regulated by the Regulator of Social Housing and have received their highest rating of G1 for governance.

For more information about Saxon Weald please visit [www.saxonweald.com](http://www.saxonweald.com)

Key documents such as the Corporate Plan, Financial Statements, Annual Report for Residents, and the Customer Experience Strategy are available here:

[www.saxonweald.com/about-us/publications](http://www.saxonweald.com/about-us/publications)



*Be something*

Be innovative **Be different** Be mindful  
**Be special** Be brave **Be fearless** Be kind  
Be imaginative **Be inclusive** *Be strong*  
Be forward thinking *Be humble* Be happy  
Be honest **Be one team** Be ambitious  
**Be unique** Be adventurous  
*Be creative* **Be positive** Be simple  
Be customer focused *Be serious* *Be healthy* Be aware  
Be different





# Role profile

**Job title: Executive Director – Assets & Development**

**Responsible to: Chief Executive**

**Responsible for:**

Assistant Director – Assets & Sustainability  
Assistant Director – Development & Sales

## Introduction

This role is responsible for addressing the growing demands to improve our assets, tackle the challenge of achieving net zero carbon emissions, and ensure compliance with health & building safety regulations, while also delivering a consistent stream of affordable new homes.

You will be responsible for updating and implementing the asset and development strategies. You will be responsible for driving the skilled and experienced teams under your leadership, providing coaching and support to help them achieve their best performance.

In this role, you will be a strategic thinker and an integral member of the Executive Team, actively contributing to shaping the future of the company. You will have significant financial responsibility, overseeing an investment of approximately £100M over the next five years in both new and existing homes.

## Main purpose and scope

Your primary objective will be to provide inspiring and visible leadership throughout Saxon Weald. You will lead by example, acting with integrity, and consistently demonstrating the company's values.

As a member of the Executive Team, you will contribute to the strategic direction of the organisation, focusing on delivering positive outcomes. You will be responsible for managing the Asset and Development teams, fostering a culture of high performance, and ensuring the delivery of a well-balanced property portfolio that meets our customers' needs.

Your ability to motivate, inspire, and influence others will be crucial in supporting the personal and professional development of individuals and teams, enabling them to reach their full potential.

You will also play a key role in promoting Saxon Weald and representing the company's interests with stakeholders and within the communities where we operate.

Furthermore, you will serve as the lead Director for the Asset & Development Committee, ensuring effective governance and making informed investment decisions.





# Key priorities

## Assets & sustainability

- Ensure compliance with health & building safety regulations.
- Continue to improve the data held on our assets.
- Control our disposals, redevelopment, and land management activities.
- Develop robust asset investment & improvement plans.
- Decarbonise existing homes by 2050 and meet EPC-C by 2030.

## Development & sales

- Deliver a steady stream of around 75 new affordable homes each year.
- Oversee the redevelopment of existing homes & garage sites.
- Move to delivering net zero carbon new homes.
- Seek out new growth & strategic partnership opportunities.

# Person specification

## Education & qualifications

Relevant professional qualification e.g., degree level qualification or chartered status in a relevant discipline (RICS, CIOB etc.) covering housing construction would be an advantage.



## Knowledge and experience

- Capable of operating at strategic and executive level with responsibility for reporting to Board and Committees.
- Demonstrable evidence of achieving financial viability and a strong understanding of risk management.
- An awareness and understanding of the affordable housing sector and its changing context and challenge.
- A robust understanding of relevant financial, regulatory, and legal requirements to successfully manage a business.
- Strong awareness of digital technology to achieve efficiencies and improve working practices that benefit customers and staff.
- A thorough knowledge of health & building safety and statutory compliance framework that guides standards for registered providers of social housing.
- A thorough knowledge of the statutory and regulatory rules that underpin the delivery and development of new housing.
- A comprehensive understanding of commercial practices relevant to the delivery of new housing.
- Ability to create and lead a culture based on the organisation's values, to inspire, motivate and develop colleagues at all levels; skilled at building cohesive and motivated teams who are committed to the organisation's vision and goals.
- Ability to identify and see the potential of innovations to further deliver agreed targets and goals, and to lead change, creating an environment where innovation is considered positively.
- Able to broker deals, creating positive multi-agency consortiums to deliver large scale and complex growth plans.

- Commercially aware, with the ability to advise the Board on the risks and potential advantages of opportunities.
- Ability to interpret financial information, analyse complex data and present information in an accessible way, to present long-term investment plans, to deliver scheme appraisals, manage budgets and make sound financial and commercial decisions, continuously striving for better value for money.

## Skills and abilities

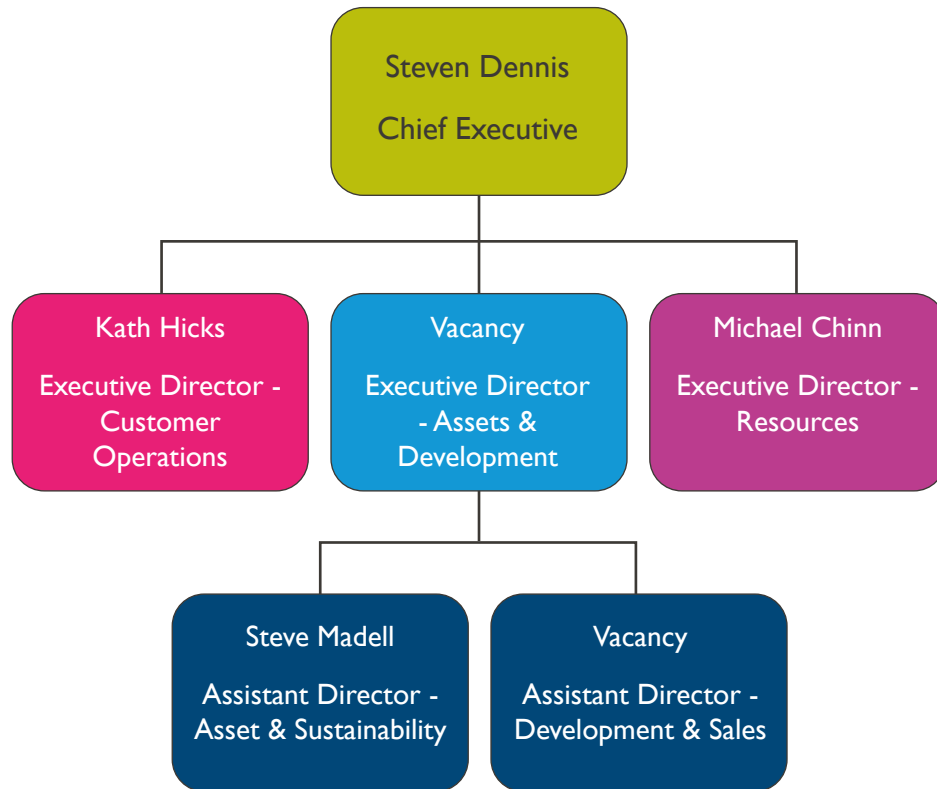
- Strategic thinker with analytical skills who can challenge the status quo.
- Ability to get to the heart of complex problems and issues, making effective decisions and applying own expertise effectively.
- Strong interpersonal and relationship building skills.
- Works well in a team, with a collaborative style that engages people at all levels and promotes positive relationships throughout the organisation and its partners.
- An intuitive, supportive, people focused leader who gains commitment and co-operation through an engaging and involving leadership style.
- Able to lead from the front in a highly visible style.
- Well-developed interpersonal, influencing, persuading, networking and negotiating skills.

## Personal attributes

- Committed to Saxon Weald's values.
- Has a strong social purpose.
- Committed to equality, diversity and inclusion.



# Structure chart



# Terms & conditions

Salary package	£138k (inclusive of car allowance)
Hours	37 hours per week, plus Board and Committee attendance
Location	Horsham - Flexible working arrangements in place
Car	Company lease car scheme
Parking	Free parking at head office
Pension	Scottish Widows defined contribution scheme. Employee contributions 2%, 3% or 4%, Employer's contributions 6%, 9% or 12%.
Health care	Employee Assistance programme Fully funded WPA health care scheme
Review period	6 months
Notice period	3 months
Annual leave	30 days
Technology	Laptop and smartphone provided







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