



# ACQUISITIONS AND ALLOCATIONS MANAGER

CANDIDATE INFORMATION PACK MAY 2025

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# WELCOME LETTER

Dear Candidate,

Welcome to Ealing Council, where we are committed to providing safe, secure, and sustainable housing for our residents. I am delighted to welcome you to the recruitment process for the Housing and Environment Directorate's positions at Ealing Council. We are excited to offer a range of key leadership roles that provide an excellent opportunity to make a significant impact in the housing departments serving our borough. At Ealing Council, we are on a journey to rebuild the housing service to enhance the quality of life for our residents. Our corporate strategy and vision focus on creating good jobs, tackling the climate crisis, and fighting inequality to ensure a sustainable and inclusive future for all residents.

This role offers the chance to drive positive change and improve the lives of our residents. You will be part of a team that focuses on supporting people to live well in the community and improving the quality of housing. Working for Ealing Council's Housing and Environment Directorate offers a unique opportunity to be part of the leadership team taking forward the innovative delivery of our forthcoming housing, homeless and rough sleeping strategies.

By joining us, you will help shape a better future for Ealing's residents. We have embraced all recommendations from recent reviews as part of our journey of improvement to rebuild our services. Ealing is a fantastic place to work. The council is committed to creating an engaged, trusted, and supported workforce that is enabled to do the very best for the communities it serves.

We offer a competitive salary package, with additional benefits and discounts. The council has a new workforce strategy that focuses on several key areas to enhance its workforce and address various challenges. The council is dedicated to continuous learning and professional development, recognising that its success depends on the quality of its people. Additionally, the strategy emphasises the importance of equality, diversity, and inclusion, and aims to develop the workforce to work collaboratively with the community and its partners.

Below, you will find the role profiles that outline the roles, describe the knowledge, experiences, and skills we are seeking, and provide information about how you can apply for a role. We look forward to receiving your application and potentially welcoming you to our directorate.

Best regards.

Nicky Fiedler  
Strategic Director for Housing and Environment Ealing Council



# WHY JOIN US?

Working for Ealing Council's Housing and Environment Directorate offers a unique opportunity to make a significant impact on our communities. The council owns and manages around 18,000 properties, with almost 3000 households in temporary accommodation, driving an annual spend of approximately £28m with ambitious savings targets. It has allocated a £150m capital budget to increase the supply of temporary accommodation. The council is dedicated to providing safe, secure, and sustainable housing, aligning with the council's strategic priorities. You'll be part of a team that focuses on supporting people to live well in the community and improving the quality of housing.

Ealing Council's housing strategies, such as the Homelessness Reduction Strategy and the Rough Sleeping Strategy, demonstrate a strong commitment to addressing housing challenges and ensuring that all residents have access to decent and affordable housing. By joining the Directorate, you'll contribute to these impactful initiatives and help shape a better future for Ealing's residents.



Are you ready to make a significant impact in the housing sector? Ealing Council is seeking talented and dedicated professionals to its Housing and Environment Directorate. We are offering the chance to drive positive change and improve the lives of our residents.

# ABOUT THE ROLE

<b>Title:</b>	<b>Acquisitions and Allocations Manager</b>
<b>Salary:</b>	<b>£59,739 to £63,159</b>
<b>Location:</b>	<b>Perceval House, Ealing (West London)</b>
<b>Hours:</b>	<b>35 hours Monday - Friday, hybrid working</b>
<b>Direct reports:</b>	<b>Up to 15 officers</b>

As the Acquisitions and Allocations Manager, you will play a pivotal role in shaping and delivering housing solutions for residents across the borough. You will work collaboratively across the Housing Demand service, wider directorate, council departments, and external partners to ensure integrated, end-to-end outcomes for residents. This includes contributing to strategic planning, developing partnerships to secure private sector accommodation, and delivering services in a range of settings, including face-to-face and home visits. You will support the Head of Service for Allocations and Accommodation in understanding housing demand and implementing strategies to meet it.

You will lead on the procurement and management of housing supply, including freehold purchases, leasehold acquisitions, and spot purchasing, ensuring value for money and reducing reliance on costly temporary options. A key part of your role will be ensuring legal compliance while driving operational excellence and continuous improvement. You will also manage budgets, oversee service delivery, lead projects, and support your team's development through effective communication and performance management. The role includes participation in out-of-hours service rotas and representing the council in key meetings focused on reducing homelessness and improving housing outcomes.

## ABOUT YOU

We're looking for a results-driven and strategic leader with a strong background in housing and homelessness services. You will bring substantial experience in managing housing demand, allocations, or related services, with a thorough understanding of the Homelessness Reduction Act 2017 and wider housing legislation. Your ability to navigate and apply both local and national housing policy will be essential in shaping effective service delivery. Strong communication and stakeholder engagement skills are vital, as you'll be working across departments, with partners, and directly with residents to deliver meaningful outcomes.

You will have proven experience leading and motivating high-performing teams, with the ability to manage complex workloads, prioritise effectively, and deliver projects on time and within budget. A strong grasp of project and service management is essential, alongside the confidence to drive innovation and continuous improvement. Ideally, you will hold a relevant degree or equivalent professional experience, along with a housing qualification at Level 4 or 5 (or be willing to work towards one). Membership in a professional body such as the Chartered Institute of Housing and evidence of ongoing professional development will further strengthen your profile.

A copy of the full job description will be sent to you alongside this candidate information pack by our recruitment partner at Adecco.

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# HOW TO APPLY

It is an exciting time to join us, here at Ealing Council. If you would like to make a positive difference to our residents and borough, then we're looking forward to hearing from you.

To apply for this position, please email your most up-to-date CV to:  
[robin.turner@adecco.co.uk](mailto:robin.turner@adecco.co.uk).

Closing date for applications: Midnight on Sunday 8<sup>th</sup> June 2025.

Interview & Assessment Dates: Week Commencing Monday 23<sup>rd</sup> June 2025 onwards.

We value equality, diversity, and inclusion, and encourage applications from all sections of the community and our partner organisations.

Join us in our mission to provide excellent housing services and create a better future for our community!

These roles are subject to Ealing Council's Enhanced Vetting clearance processes.

You must have the right to work in the UK. Evidence for the right to work in the UK will be requested at the interview stage.