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| **Job Description** |
| **Post title** | Housing Project Manager |
| **JE Reference No** | N8923 |
| **Grade** | 12 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing - Housing Solutions |
| **Reporting to** | Housing Manager  |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder is to develop, manage and deliver agreed key strategic Housing and Regeneration priorities:

* To identify, facilitate and project manage holistic housing led regeneration initiatives in identified areas and linked to the wider economic regeneration of Durham.
* To enable and facilitate housing development in identified areas utilising partnership working with Registered Providers and housing developers.
* To support and play a key role within a multi-disciplinary project management team coordinating and enabling private and public sector partners to achieve solutions to regeneration issues.
* Influence the strategy and delivery of specialist Housing Projects for vulnerable people i.e. Older persons housing, single persons accommodation etc.
* Assist with the delivery of the Housing Strategy and Targeted Delivery Plans (TDPs) through the delivery of priority actions in identified neighbourhoods and localities.
* To ensure that project management principles are applied within the role and throughout the regeneration project lifecycle.
* Liaison at a strategic level with stakeholders involved in the delivery of the objectives of the service.
* Engage and manage consultancy appointments as appropriate.
* Provide strategic input for increasing energy efficiency levels of domestic properties to Council plans and policies and coordinate its implementation across the county in line with the corporate affordable warmth strategy and fuel poverty action plan.
* Ensure that any mandatory functions of the service are compliant with legislation inc; the relevant Home Energy Acts.
* To be responsible for, in consultation with the Housing Manager, all
* aspects of projects to which assigned the project manager role.
* To line manage a member or members of staff assuming responsibility for appraisals, one to ones, supervision, training and development, and health and safety.
* To manage capital budgets relating to government funded schemes, energy efficiency initiatives and housing led regeneration activity.

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| **Duties and responsibilities** |

* To contribute to the development and delivery of key objectives within the Council’s Housing Strategy and any Service or Team Plans.
* To take a lead role in the development and implementation of policies, procedures, practices and protocols in accordance with the Councils Housing Strategy and Team Plans.
* To achieve continuous improvement in the housing service.
* To make a contribution to corporate working to achieve Best Value across all services through involvement in departmental and Council wide initiatives as appropriate.
* To ensure that all the Council’s policies are applied in the operation of the service.
* To ensure that changes to legislation and professional practice are implemented within the service in a timely and efficient manner.
* Co-ordination of investment in housing regeneration areas from registered providers, landlords and housing developers.
* Management of works contracts, monitoring delivery of works programmes and budget management, scheme liaison and facilitation where appropriate.
* Facilitate the development of cleared land through new housing or neighbourhood improvements, including taking the lead role in relation to the CPO process.
* Ensure the recovery of outstanding debt for group repair/energy efficiency schemes.
* Monitor any defects liability period for capital schemes within the service area e.g. GRT renewal programme, group repair and energy efficiency schemes.
* To project manage a range of regeneration initiatives and investment opportunities.
* To ensure that housing intervention is integrated with broader regeneration activity.
* To financially manage all housing led regeneration activity and maximise housing funding and investment for County Durham.
* Take a lead role on warm up north, the warm and healthy homes agenda and schemes supported by public health, maximising take up of scheme across County Durham.
* Advise on energy efficiency measures and the code for sustainable homes as and when appropriate.
* Represent the Council at internal and external housing forums, meetings and events, facilitating and taking a lead role as and when required.
* Deputise for the Housing Manager and undertake line management and supervision of staff as and when appropriate and as agreed with the Housing Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree level or equivalent in a regeneration/economic development/housing related field.
 | * Project Management qualification.
* Qualified Member of a relevant technical institute
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| Experience | * Experience in the management, co-ordination, monitoring and evaluation of complex projects.
* Experience in the economic development / regeneration / housing field with relevant experience in the delivery of capital projects.
* Experience of working with public and private sector partners in a development context.
* Project management experience of Government / European and Other Funding sources.
* Experience of the development process in a variety of complicated physical regeneration scenarios.
 | * Local Government Experience
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| Skills & Knowledge | * Ability to plan, manage, monitor and evaluate major physical redevelopment schemes.
* Ability to communicate effectively and work in partnership with a wide range of public and private sector organisations.
* Good numeracy and statistical skills.
* Excellent verbal and written communication skills including the ability to present to a large audience & prepare excellent quality written reports
* Good ICT skills
* Understanding of the development process.
* Knowledge of good practice and effective methods of delivery in physical regeneration.
* Analytical skills, ability to translate complex information into simple terms.
* Knowledge of the range of funding streams available for economic development/regeneration initiatives.
* Awareness of commercial property and development issues.
 | * Knowledge of national and regional housing issues
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| Personal Qualities | * Possess tact, diplomacy and be sensitive to the needs of others.
* Strong commitment to customer care, service delivery, best value and continuous improvement.
* Able to work on own initiative with minimal supervision.
* May be required to work outside of normal office hours.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
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