

Newcastle City Council
Job Description



Post title: Housing Capital Programme Manager (A4281)

Responsible to: Head of Fairer Housing

Responsible for: Staff as Allocated

Grade: N11 Points: 677

Job purpose: Manage the staff, budgets and programmes within the service area as directed to ensure delivery of an effective housing delivery and investment programme which meets corporate objectives, contractual obligations and statutory requirements.. To deliver strategic and cross cutting operational programmes and projects.

Principal Accountabilities:

Corporate

- (i) To participate in or lead corporate or directorate projects and assignments as required.
- (ii) To ensure that the Councils housing investment programmes are implemented, reviewed and accounted for in accordance with financial regulations, Council policy and good practice.
- (iii) To identify, implement and review strategic initiatives which support housing growth, housing investment and regeneration.

Directorate

- (iv) To support the Head of Service in meeting the directorates business and service objectives.
- (v) Lead negotiations with investors, developers, housing providers and funding bodies on complex development proposals, policy proposals and provide a high level of professional expertise and experience to the team.
- (vi) To manage assigned staff including recruitment and selection; workforce planning and monitoring the management of individual and team performance in accordance with service standards and City Council priorities.
- (vii) Assist the Head of Service in delivering an effective customer focussed housing service that meets corporate objectives, statutory obligations and stakeholder aspiration.

- (viii) Responsible for managing budgets and external grant funding of housing schemes in accordance with statutory and financial regulations.
- (ix) To develop and maintain good working relationships with internal and external stakeholders and to represent the Council's interest at appropriate public meetings, Committees, regional and national bodies.
- (x) To lead on the production of asset plans, procurement projects, research and development initiatives to expand and sustain all housing sectors in the City.
- (xi) To lead on seeking out new investment opportunities, partnerships and models to support housing growth.
- (xii) To lead on implementation of capital expenditure within the HRA and General Fund relating to housing investment.
- (xiii) To manage the delivery of Disabled Facilities Grants services, home repair loans and mortgage services as appropriate.
- (xiv) To manage the delivery of a comprehensive Empty Homes grant system, advice and support service for landlords and residents of the city.
- (xv) To manage the staff, budget and activities in order to meet its service and financial objectives.
- (xvi) To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.