

Role Profile – Project Development Officer

INFORMATION ABOUT THE ROLE:

Group	Housing, Environment and Healthy Communities
Service	Housing Strategy and Residential Growth
Location	Civic Centre
Line Manager	Private Sector Housing Manager
Grade/SCP	Grade K - SCP 34 - 37

JOB PURPOSE:

Working closely with senior managers, you will support the strategic project and performance management and Council initiatives relating to existing private housing. You will ensure that improvements are designed collaboratively using varied insights and that they are delivered in a prioritised and planned way, which will ensure the Council is meeting its priorities and statutory requirements relating to housing standards, private renters rights and the Council's approach to enforcement.

WHAT WE WANT YOU TO DO:

- Work closely with Senior Managers and leadership team managing projects through the entire project life cycle, including evaluation of their success, providing proactive, professional advice to help inform and influence effective decision making
- Support and advise elected members and senior officers on legislative changes, new policies and programs, ensuring that action is taken in line with Council policies and priorities.
- Use knowledge and data to challenge the way current systems are working and develop responses to private housing related issues facing the Council, liaising with groups and services, partner organisation's and other bodies as appropriate
- Adopt and apply required Program / Project Management techniques proportionately to lead projects across the housing work area with demanding priorities and system / service cross functional change. Responding to new legislation and driving forward implementation
- Monitor, manage and report progress to ensure project benefits are realised, escalating risks associated with individual projects and celebrate successes as appropriate.
- Challenge existing ways of working, business models and processes in areas where there is significant policy change, high cost and/or high demand
- Contribute to the development of the Private Sector Housing Teams approach to service improvement and performance management to support the monitoring and evaluation of the teams impact.



- To act as both a critical friend and champion, providing scrutiny and challenge to projects to ensure continuous improvement acts as a key driver and measurable outcome.
- Ensure the collation of appropriate research and data to enable effective use of statistics, knowledge and theory to implement change and improvement.
- To undertake any other tasks consistent with the job purpose and grading of this post

WHAT YOU NEED TO BE SUCCESSFUL...THE ESSENTIALS:

THE KNOWLEDGE

- Excellent project management skills
- Legislative framework and policy context relating to local governments role in private housing standards and renters rights
- Commissioning of services by the public sector
- Ability to problem solve, work flexibly and imaginatively and to develop creative and practical solutions
- Able to analyse and synthesize issues and propose options for innovation and change
- Strong research and horizon scanning skills
- Strong understanding of whole system approach and awareness of latest local government thinking
- Excellent engagement, communication and presentation skills

THE EXPERIENCE

- Experience of facilitating organisational and/or significant change in the public sector or an equivalent organisation
- Experience of translating strategy into deliverable plans
- Experience of managing conflicting demands
- Improvement and change intervention frameworks and techniques
- Developing and implementing strategy and policy
- Project management tools and techniques including analytical and communication skills

THE QUALIFICATIONS

- Appropriate degree level and/or equivalent level 6 qualification or equivalent demonstrable experience



OUR COMPETENCIES... HOW WE WANT YOU TO BE:

EMPLOYEES

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

GREAT AT COMMUNICATION

Uses accessible and inclusive methods to express and deliver accessible information in a clear and concise way to ensure our diverse workforce and communities understand

TEAM PLAYER

Works with others to achieve results and develop good working relationships

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

