

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults, Health and Wellbeing		Service Area: Housing Investment & Migration Support (Housing and a Fairer Stockton-on-Tees)
JOB TITLE: Housing Project Delivery Officer		
CAREER GRADE: G, J, L		
REPORTING TO: Service Lead – Housing Investment & Migration Support		
1.	JOB SUMMARY (All Grades): To assist with the development and delivery of strategies, plans and interventions to achieve the Council's priorities for housing. This includes the project management of a variety of housing related programmes and projects ensuring successful outcomes are delivered.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	Grade G – Foundation	
	1	Support the initiation and delivery of housing-related development programmes and projects.
	2	Assist with project planning, monitoring and reporting within agreed governance arrangements.
	3	Support financial monitoring of projects, tracking expenditure and outputs.
	4	Maintain project documentation and monitoring systems.
	5	Work with internal teams and external partners to support delivery activity.
	6	Gather, analyse and present data to support service improvement and decision-making.
	7	Contribute to consultation, communication and engagement activity.
	8	Assist with report preparation for management, Members and boards.
	9	Maintain awareness of relevant legislation, guidance and funding programmes.
	10	Undertake training and development to build project management expertise.
	Grade J – Intermediate	
	11	Independently manage assigned housing programmes and projects.

	12	Manage project risks, issues and interdependencies.
	13	Manage project budgets and resources in line with Council procedures.
	14	Coordinate contributions from internal services and external partners.
	15	Lead stakeholder engagement and partnership working.
	16	Identify funding opportunities and support external funding bids.
	17	Ensure compliance with statutory and governance requirements.
	18	Improve project management systems and approaches.
	19	Provide professional advice to colleagues.
Grade L – Fully Compliant		
	20	Lead complex and high-value housing and regeneration programmes.
	21	Manage interdependencies across multiple projects.
	22	Lead governance reporting to senior management and Members.
	23	Manage project staff, consultants and specialist advisors.
	24	Lead complex negotiations with partners and funders.
	25	Lead major funding bids and business cases.
	26	Mentor and develop less experienced officers.
	27	Represent the service at corporate and external forums.
	28	Contribute to strategic service development.
3. GENERAL Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.		

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Samantha Dixon		May 2026
Job Description agreed by: (Postholder)			



PERSON SPECIFICATION

Job Title/Grade		Housing Project Delivery Officer	G, J, L
Service Area/Service Group		Housing Investment & Migration Support (Housing and a Fairer Stockton-on-Tees)	Adults, Health and Wellbeing
Post Ref:			
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Grade G - Achieved or currently studying towards a relevant qualification in a directly relevant subject at A Level, HND, or NVQ Level 3 or equivalent. Already achieved Mathematics and English Language at GCSE Grade 5 to 9. Grade J – Degree or NVQ Level 5 equivalent in a relevant subject. Grade L – Educated to degree level or the equivalent substantial demonstrable level of knowledge gained through directly relevant works experience.	Professional membership of a relevant organisation or demonstrable equivalent experience directly related to the work area	Application Form Interview/Selection Process Pre Employment Checks
Experience	Grade G - Support project delivery, monitoring progress, working with partners. Experience of working in partnership or as a team to achieve common goals. Grade J - Independently manage projects, budgets, risks and stakeholders.	A working knowledge of relevant funding regimes that support housing delivery, including affordable housing An understanding of the housing market, and the challenges in meeting the diverse housing needs of the Boroughs residents	Application Form Interview/Selection Process

	Grade L - Leading complex programmes, support other staff members, funding bids and senior reporting.	A working knowledge of the statutory planning system, including the use of s106 legal agreements. An understanding of the demands of the Public Sector. Political awareness and competency.	
Skills	Grade G - Good communication skills (written and verbal). Ability to use IT systems competently and efficiently (specifically MS office) Strong time management and organisational skills. Can manage effective and positive relationships. Grade J - Strong project management, reporting, coordination risk management and negotiation skills. Can effectively manage conflicting priorities. Grade L - Strategic thinking, leadership, influence and decision-making. Production of clear well-structured reports, working policies and strategic documents.	Knowledge and experience of Power Bi Ability to engage and communicate with a range of audiences.	Interview/Selection Process
Specific behaviours relevant to the post	Grade G – Commitment to high-quality housing outcomes, partnership working and continuous improvement. Positive team player.	Experience of managing and implementing change. Experience of working across Directorates to deliver shared projects.	Application Form Interview/Selection Process

	Willingness to take on new challenges. Strong Self-motivation and a 'can do-attitude'. Produces work to a high standard and motivates others to do likewise. Organised, adaptable and responsive to change. Grade J –Commitment to continuous improvement and personal development. Empathetic and assertive. Grade L - A strategic thinker capable of reviewing and developing policy and services across a range of functions. Innovative and creative flair to explore solutions to complex problems. An excellent ambassador for Housing and Fairer Stockton and the Authority.		
Other requirements	Grade G, J, L- Capacity for independent travel across the Borough	Extensive local knowledge of the Borough and Services available.	Application Form Interview/Selection Process

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults, Health and Wellbeing	SERVICE AREA: Housing Investment & Migration Support (Housing and a Fairer Stockton-on-Tees)
JOB TITLE: Housing Project Delivery Officer	
CAREER GRADE: G, J, L	
JOB LOCATION / BUILDING: Dunedin House, Columbia Drive, Stockton-on-Tees, TS17 6BJ	
REPORTING TO: Samantha Dixon – Service Lead Housing Investment & Migration Support	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X
Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X
Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: **May 2026**

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk