

Job Description

Post title	Principal Warm Homes Manager
Grade	SM1
Directorate	Economic Growth and Innovation
Team	Clean Energy and Environment
Reporting to	Head of Clean Energy and Environment
Responsible for	Allocated staff

Job Purpose

The Principal Warm Homes Manager will lead, develop and manage the North East Mayoral Strategic Authority's Warm Homes portfolio, including devolved domestic retrofit, housing decarbonisation and energy efficiency advice programmes. The role will provide strategic leadership, expertise and accountability for the design and delivery of large-scale investment programmes that make homes warmer, greener and cheaper to run.

The postholder will lead a team and support senior management in providing leadership, vision and direction for the development and implementation of the North East's Warm Homes agenda, working closely with government departments, local authorities, housing providers, industry partners and community organisations.

Duties and responsibilities

- Lead the strategic development, implementation and delivery of the North East's Warm Homes programmes and devolved investment portfolio.
- Develop regional approaches to domestic retrofit, fuel poverty reduction and housing decarbonisation, ensuring alignment with the Corporate Plan, regional strategic priorities and clean growth ambitions.
- Manage a significant portfolio of retrofit and Warm Homes projects, establishing effective governance, performance management, risk management, financial controls and programme evaluation arrangements.
- Act as the North East MSA's senior lead on Warm Homes policy, regulation and programme delivery, maintaining a strong understanding of relevant legal, ethical, commercial and technical matters.

- Build, strengthen and develop strategic partnerships with constituent authorities, social housing providers, government departments, energy companies, supply chain organisations, community stakeholders and other delivery partners.
- Lead engagement with relevant national bodies and government departments regarding Warm Homes policy, funding opportunities and delivery requirements.
- Oversee programme assurance, monitoring, evaluation and reporting, including the preparation of reports for senior officers, boards, Cabinet and portfolio members as required.
- Develop regional evidence, intelligence and delivery models to support investment decisions, target resources effectively and improve outcomes for residents.
- Support senior management and portfolio members with strategic advice on Warm Homes, domestic retrofit, fuel poverty and housing decarbonisation issues.
- Lead and develop a team, fostering a culture of innovation, collaboration, inclusion, high performance and continuous improvement.
- Oversee programme budgets and resources, ensuring effective resource allocation, value for money and delivery against agreed outputs and outcomes.
- Represent the North East MSA nationally and regionally on Warm Homes, retrofit and energy efficiency matters, sharing best practice and advocating for the region.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement 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.

Person Specification: Principal Warm Homes Manager

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	Educated to degree level in a relevant discipline or equivalent experience in a similar role.	- Evidence of continued professional development. - Project or programme management qualification. - Membership of a relevant professional body.
Experience	- Proven experience of developing and delivering large-scale Warm Homes, retrofit, decarbonisation, fuel poverty or energy efficiency programmes. - Experience of securing and managing significant public-sector funding programmes. - Experience of business case development, funding bids and investment appraisal. - Experience of programme governance, assurance, monitoring, evaluation and benefits realisation. - Experience of procurement, commissioning and contract management. - Experience of budget management and financial oversight. - Experience of leading teams and managing complex stakeholder relationships. - Experience of working with housing providers, local authorities, government agencies and delivery partners.	- Experience of working within local government, combined authorities or mayoral strategic authorities. - Experience of large-scale social housing retrofit programmes. - Experience of grant programme administration and compliance. - Experience of developing regional investment pipelines or delivery frameworks.
	- Understanding of Warm Homes policy and government funding mechanisms. - Broad knowledge of industry retrofit standards, quality assurance frameworks and consumer protection requirements.	Knowledge of supply chain development, skills, procurement and

Skills and Knowledge	• Understanding of housing stock decarbonisation challenges and opportunities. • Strong programme and portfolio management skills. • Strong analytical, problem-solving and decision-making capabilities. • Excellent leadership and people management skills. • Excellent stakeholder engagement, negotiation and influencing skills. • Strong written and verbal communication skills, including the ability to prepare reports for senior decision makers. • Understanding of the North East MSA's strategic role.	market capacity issues in retrofit delivery. • Understanding of consumer engagement and resident-centred approaches to domestic retrofit.
Personal Qualities	• Strategic thinker with the ability to translate policy and evidence into practical delivery. • Ability to demonstrate leadership, collaboration and team working. • Adaptability and resilience in a complex and evolving policy environment. • Ability to work independently and as part of a team. • Ability to set work priorities for the team and manage competing deadlines. • High level of integrity and professionalism. • Proactive and results-orientated approach. • Committed to the principles of equality, diversity and inclusion.	
Additional Requirements		