

Job Description

Post title	Project Manager (Retrofit)
Grade	N9
Directorate	Economic Growth and Innovation
Team	Clean Energy and Environment
Reporting to	Programme Manager – Retrofit
Responsible for	Allocated staff

Job Purpose

To establish, coordinate, deliver and support project management arrangements that facilitate delivery of regional domestic retrofit programmes, delivering against regional ambitions to improve housing quality, making homes warmer, greener and cheaper to run.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

1. To effectively project manage assigned strategic projects ensuring that all stakeholders are appropriately consulted, and that the projects are completed within the agreed timescales and budget provision.
2. To lead project review and planning meetings and other internal and external meetings as required. This will include co-ordinating project plans and ensuring the North East Mayoral Strategic Authority (North East MSA) is represented appropriately.
3. To effectively inform, engage and promote strategies to relevant stakeholders.
4. To establish project team(s) and work streams to enable successful delivery of objectives, allocating work to and supervising staff as appropriate.
5. To plan and negotiate with colleagues, managers and stakeholders as appropriate to secure the most cost-effective and appropriate provision of services where necessary.

6. To assist in developing strategies for improving outcomes for residents of the North East region.
7. To report progress and project outcomes to the North East MSA's management structures.
8. To interpret local and national policy/legislation and provide advice to managers to inform priorities.
9. To contribute to the development of the North East MSA's service planning activities, policy and priorities, ensuring alignment to the Authority's strategic aims and objectives.

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: Project Manager (Retrofit)

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

	Essential	Desirable
Qualifications	Relevant degree or a minimum of 3 years' experience in a similar role.	Project Management qualification
Experience	- Experience of successfully managing domestic retrofit / fuel poverty or relevant projects, ensuring delivery targets are met in line with agreed timescales and budget limitations. - Experience of cross-policy and/or cross-directorate working. - Experience in stakeholder engagement and collaboration with the public, private and community sectors. - Experience of managing budgets and controlling expenditure, ideally in a public funding environment. - Experience of developing and managing information systems and processes to capture performance data and report on performance against targets.	Experience of working within the structure and functions of local government and/or combined authorities.
Skills and Knowledge	- An understanding of relevant national and local policy - Ability to influence and leverage buy-in and engagement in projects across stakeholder groups - Excellent written, oral and presentation skills - Excellent organisational skills and the ability to manage own workload to planned timescales, amid conflicting demands. - Attention to detail and a high level of accuracy - Ability to identify issues and recommend practical solutions to improve processes. - Flexible and responsive to changing needs and priorities within a dynamic work environment.	An understanding of the vision and priorities of the North East MSA.

Personal Qualities	• High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Committed to the principles of equality and diversity.	
Additional Requirements		