Job Description

Post title	Programme Manager (Housing)
Grade	N11
Directorate	Economic Growth and Innovation
Team	Housing and Regeneration
Reporting to	Head of Housing and Regeneration
Responsible for	Allocated staff

Job Purpose

To lead and deliver housing programmes, strategy development and plans to drive forward the Mayor's Plan for Homes. This will include:

- North East Local Remediation Acceleration Plan (LRAP) – a government backed initiative with the aim of accelerating the remediation of buildings with unsafe cladding.
- Leading, shaping and delivering the emerging North East Homelessness Prevention Blueprint – working with partners and the team to drive forward wider system changes and oversee investment programmes including Homelessness Prevention and Rough Sleeping
- Interpretating housing policy, shaping strategy and wider housing delivery to bring forward initiatives that increase housing supply, unlock wider place based priorities and support regeneration.

To use convening strengths and work with a range of multi-disciplinary teams and partners to champion delivery that enables change. With a strong understanding of housing policy, legislation and government objectives to ensure the delivery of safe and accessible housing that addresses of our needs within the region, the postholder will establish strong governance, lead and monitor the delivery of programmes and plans to drive forward change and delivery to help meet the ambition of the Mayor's Plan for Homes.

Duties and responsibilities

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

1. To develop the strategy for programmes including, goals priorities and methodologies for programme delivery.

2. Oversee the integration of multiple projects within programmes to achieve the desired outcomes.

3. To engage with and provide professional advice to internal and external stakeholders at a local and national level ensuring the needs and expectations are managed effectively.

4. To implement and oversee processes which ensure effective risk management, financial and performance management, benefits realisation and effective governance.

5. To collaborate with partners and stakeholders across the region ensuring a coordinated approach and delivery focussed culture.

6. To provide information and advice to leadership teams and portfolio advisory boards regarding the development and delivery of programmes and projects.

7. To prepare and write funding bids to secure and maximise programme funding and to negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.

8. To monitor programme, spend, ensuring adherence with the Strategic Authority's financial regulations, ensuring effective spend and value for money.

9. To monitor and evaluate programme performance against key performance indicators, developing and implementing continuous improvement mechanisms.

10. To contribute to the development of the Strategic Authority's service planning activities 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 CA 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 employees 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's 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**
  This post is not designated as a politically restricted post in accordance with the requirements 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.

North East Combined Authority

Person specification: Programme Manager (Housing)

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 • Membership of relevant professional body • Project/Programme Management Qualification.
Experience	• Proven experience of project/programme leadership management and delivery • Experience of programme appraisal, due diligence and evaluation. • Experience of securing funding and bid writing. • Experience of project scheduling, monitoring and reporting of project deliverables • Experience of project risk identification and risk management solutions • Managing and analysing data • Experience of effectively managing budgets • Experience of developing and maintaining positive working relationships with stakeholders at all levels • Experience of building collaborative stakeholder relationships • Chairing interdisciplinary meetings • Experience of working in a highly regulated or complex environment	• Understanding and knowledge of the workings of local government • Experience of managing teams against nationally set deadlines and data/targets • Experience of delivering government funding cladding projects • Experience of fire/building inspections and assessments • Experience of homelessness prevention programme delivery

Skills and Knowledge	• Housing Strategy and policy development • Excellent knowledge of housing policy and national objectives • Understanding of housing supply, needs and data • Building safety landscape, housing policy and legislation • Understanding of programmes and interventions to support homelessness prevention • Understanding of cladding remediation projects • Understanding of the Government Remediation Acceleration Plan and its objectives • Analytical and decision-making skills. • Strong and effective verbal and written communication • Excellent partnership skills and building strong governance • Experience of leading and managing teams • Excellent organisation and time management skills whilst working to challenging deadlines. • Excellent working knowledge of Microsoft applications and IT systems. • An understanding of the vision and priorities of the North East	• Knowledge of fire protection and legislation • Delivery of cladding remediation projects • Delivery of Homelessness prevention projects and programmes
Personal Qualities	• A Strategic thinker • Ability to demonstrate leadership and team collaboration • Adaptability and resilience • Ability to work independently and as part of a team. • Ability to set work priorities for the team. • High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	