Job Description

Post title	Project Manager (Housing and Regeneration)
Grade	N9
Directorate	Economic Growth, Innovation and Culture
Team	Housing and Regeneration
Reporting to	Programme Manager
Responsible for	N/A

Job Purpose

The Project Manager (Housing and Regeneration) will lead the development of a range of projects to support the delivery of a *North East we are Proud to Call Home, Local Growth Plan and Mayor's Plan for Homes*. This will involve project development, pipeline development and project delivery working in multi-disciplinary teams with a range of stakeholders:

- Lead, manage and deliver high-profile housing and regeneration projects that make a tangible difference.
- Shape proposals, manage pipeline development and investment programmes that attract funding and drive growth.
- Build strong partnerships with local authorities, housing providers, developers, and stakeholders to turn plans into reality.
- Ensure robust governance and accountability across a diverse and fast-paced project portfolio.
- Establish, embed and monitor project performance to deliver agreed objectives, high quality and value for money

Duties and responsibilities

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

- 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.
- 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 Strategic Authority is represented appropriately.
- To effectively inform, engage and promote strategies to relevant stakeholders.
- To establish project team(s) and work streams to enable successful delivery of objectives, allocating work to and supervising staff as appropriate.
- To plan and negotiate with colleagues, managers and stakeholders as appropriate to secure the most cost-effective and appropriate provision of services where necessary.
- To assist in developing strategies for improving outcomes for residents.
- To report progress and project outcomes to the Strategic Authority's management structures.
- To interpret local and national policy/legislation and provide advice to Managers to inform priorities.
- To contribute to the development of the Strategic Authority's service planning activities, policy and priorities, ensuring alignment to the Authority's strategic aims and objectives.
- To promote and implement the Strategic Authority's Equality and Diversity Policy in all aspects of employment and service delivery.

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 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 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.

Person Specification: Project Manager (Housing and Regeneration)

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 experience in a similar role for more than 5 years.	• Project Management Qualification. • Programme Management qualification • Business Case Development qualification
Experience	• A track record of successfully leading housing or regeneration related projects supporting economic and housing growth • Experience of project development or project pipeline development with stakeholders • Experience of project appraisal and assurance processes to maximise value for money and added value • Experience of establishing and managing robust project governance and managing risk/change control processes • Experience of managing budgets, ideally in a public funding environment. • Experience of managing information systems, project management documentation and processes to monitor progress and capture performance data.	• Experience of delivering a portfolio of housing and/or regeneration schemes • Experience of managing large complex housing/regeneration schemes • Experience of business case development • Experience of assessing scheme development appraisals • Liaison with government departments and agencies • Regeneration and housing delivery within the north east region
Skills and Knowledge	• Strong project management skills • Knowledge of placemaking, regeneration, sustainable development and inclusive growth principles	• An understanding of the vision and priorities of the Strategic Authority – Local Growth Plan

	• Excellent organisational skills with excellent written, oral and presentation skills • Stakeholder engagement and partnership working skills and capabilities • Strong communication and influencing skills	• In depth understanding of housing, planning and regeneration policy
Personal Qualities	• Continual learning and professional development • Enjoying being part of a team and living the values wherever you work • A self- starter - ability to manage own workload to planned timescales, amid conflicting demands. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	