****JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Housing Projects Manager | Post Number | **HD926T** |
| Grade | Grade10 | Service Area | Housing  |
| Special Conditions  | Occasional out of hours working | Additional Benefits | Casual car user |
| Authorised by | Director of Communities and Housing  | Date | December 2024  |

**Job Purpose**

|  |  |
| --- | --- |
| The purpose of this role within the Council is: | To take a lead role in ensuring the delivery of the Council’s Promises and Service Delivery Plans across the Housing Service for Wychavon District Council. To apply expert project management methodologies to develop and project manage a range of capital and other projects including procurement, contract management and performance monitoring of services, ensuring targets and objectives are met, and risks effectively managed. To be responsible for the coordination, collation and reporting of performance and financial management information to monitor progress against project plans and expected outcomes. |
| Responsible for demonstrating commitment to working in line with the Councils' values |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework |
| The postholder works for: | Principal Housing Officer  |
| The postholder manages \supervises: | Housing Strategy and Projects Officer |

|  |
| --- |
| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) |
| 1 | To take a lead role in the development, delivery and monitoring of a portfolio of projects that deliver against the Council’s Housing Promises and Service Delivery Plans, applying expert project management methodologies. |
| 2 | To provide a high level of technical expertise to staff involved in delivering the Council’s Housing Promises, ensuring projects are well resourced and that project teams are aware of project timelines and requirements, facilitating delivery on time and in full.  |
| 3 | To project manage a range of project work for the Housing Service, including project planning, procurement, contract management and financial and performance monitoring of services and initiatives.  |
| 4 | To maintain and manage a project risk log with respect to the Council’s Housing Promises and Service Delivery Plan, reporting on risks and advising on suggested courses of action to the Head of Housing Services. |
| 5 | To work with the Head of Housing Services to manage internal financial project budgets in terms of forecasting spend, monitoring costs, reporting on end of year financials and ensuring all recharges are completed across the Councils accordingly. |
| 6 | To research and model new housing initiatives to increase the delivery of affordable housing across Wychavon. |
| 7 | To lead on a range of partnership and consultation activities for the Housing Service across a wide range of stakeholders to meet the council’s statutory requirements and inform project management. This would include liaising with internal and external partners, attendance at working parties, liaison meetings, and committee meetings, providing procedural, legislative and policy advice as required.  |
| 8 | To prepare, draft, and manage a variety of funding bids as required, implementing new programmes and initiatives e.g. Homes England bids to increase the delivery of affordable homes, bids to Central Government to bring forward initiatives to tackle homelessness, rough sleeping, improve access to private renting etc. |
| 9 | To coordinate and submit Central Government submissions, including the Local Authority Housing Statistics and Rough Sleeping Autumn Count and any other information required by successful bids. |
| 10 | To be responsible for coordinating, collating and reporting on performance management information for the Housing Service, demonstrating outcomes, monitoring progress against corporate and service targets, Key Performance Indicators, Service Level Agreements, contracts and strategies. Using performance information to highlight areas of concern, solutions to overcome performance issues and make recommendations for service improvement.  |
| 11 | To lead on the improvement of user satisfaction levels and customer experience across the service, including customer mapping and profiling. |
| 12 | To be responsible for the promotion of service projects including social media campaigns for national housing campaigns, using a variety of media options (infographics/leaflets/website/webinar) and using corporate styles and appropriate language. |
| 13 | To have an in depth knowledge of the various IT systems used by the Councils, to inform system development and to take a primary role in ensuring that the all staff working within the service maintain and input accurate and up to date information into systems. To include regular monitoring of office procedures and practices to ensure that I.T. systems are developed and used accordingly. |
| 14 | To ensure high level of knowledge of current national and local policy. |
| 15 | To contribute to the work of the Joint Housing Service as required. |
| 16 | To comply with all aspects of both councils’ code of conduct, health and safety legislation and safety practices. |
| 17 | To deputise for the Principal Housing Officer (Strategic Enabling) as and when required. |
| 18 | Other such duties as may be required from time to time in line with the grading of the post. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Minimum of A level qualifications or equivalent  | E |  |
| GCSE or equivalent in Mathematics and English Language at Grade C or above | E |  |
| Advanced level Project Management qualification or equivalent demonstrable experience | E |  |
| A relevant housing qualification  |  | D |

|  |  |  |
| --- | --- | --- |
| Experience | Essential | Desirable |
| A sound understanding of the local authority’s housing responsibilities and current housing policy | E |  |
| Substantial experience of strategy and policy development and delivery of actions | E |  |
| Substantial experience of effective project management and delivery of outcomes in a timely way | E |  |
| Substantial experience of project budget management | E |  |
| Experience of presenting findings through reports and/or presentations and developing associated projects to a range of audiences, including Councillors, Senior Leaders and Partner organisations.  | E |  |
| Experience of undertaking consultation activity with a range of partners and about a range of topics | E |  |
| Researching and implementing best practice. |  | D |
| Experience of partnership working – chairing, playing key role, in managing meetings |  | D |
| Experience of procurement and contract management |  | D |
| Experience of performance management and quality assurance |  | D |
| Customer service improvement and innovation. |  | D |
| Experience in the use of social media and the production of promotional literature |  | D |

|  |  |  |
| --- | --- | --- |
| Skills Required | Essential | Desirable |
| Strong research and analytical skills being able to interpret complex data from multiple different sources. | E |  |
| Excellent numeracy and statistical skills  | E |  |
| Good IT skills and ability to use a range of relevant software packages such as mapping and survey software. | E |  |
| Excellent verbal and written communication skills and able to communicate to a wide range of audiences including internal and external partners. | E |  |
| Ability to prepare and present high quality reports for a range of audiences. | E |  |
| Ability to manage multiple complex partnership projects independently  | E |  |
| Good organisational skills. | E |  |
| Able to work well with a wide range of people including managers, partners and contractors. | E |  |
| Ability to meet deadlines and work on own initiative.  | E |  |
| Ability to solve problems, and work independently. | E |  |
| Able to set and deliver against clear objectives, handle competing priorities and decision making | E |  |
| Good interpersonal skills and have a strong customer focus | E |  |
| Excellent presentation skills - able to deliver presentations to different audiences on a wide range of complex topics. | E |  |
| Project management and organisational skills, managing multiple projects simultaneously | E |  |
| Excellent time management skills and ability to plan work to meet deadlines and a face paced and ever changing environment. | E |  |
| Ability to solve problems, generate ideas and proposals and provide recommendations for action. |  | D |

|  |  |  |
| --- | --- | --- |
| Other basic requirements | Essential | Desirable |
| Car user – Access to a vehicle and the ability to travel to meetings throughout and outside the district.  | E |  |
| Available to attend occasional evening meetings. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.