



JOB DESCRIPTION

SERVICE AREA:	Pipeline Coordination
JOB TITLE:	Housing Programme Manager
GRADE:	SCP 41 - 43
LOCATION:	Mann Island, Liverpool
PRIMARY PURPOSE OF THE JOB:	To provide high quality Programme/Project Management to ensure project objectives are met, the project is completed on time and within budget.
DIRECTLY RESPONSIBLE TO:	Lead Officer Housing Partnerships
DIRECTLY RESPONSIBLE FOR:	Housing Support Officer and Graduates as required
POLITICAL RESTRICTIONS:	This is a politically restricted post
DURATION	Two year fixed term contract

SUMMARY:

This is a new post to co-ordinate the work of the expanding housing team in delivering grant funded projects in all aspects of housing, new build, retrofit and associated infrastructure.

This role will support in the development and delivery of important high profile projects and programmes supported by the team. Projects currently supported include Brownfield Land Funds, various housing retrofit funds and Low Carbon Skills Funds. You will work with the team in all aspects of the planning, management, co-ordination and financial control of the project you are assigned, and you will be required to report progress to the relevant governance groups, tracking delivery on time, to budget and agreed quality standards.

If you have a passion for getting things done and have the drive and ambition to make a difference in sustainable housing in the Liverpool City Region, this is a great role for you.

Key Responsibilities

- Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters.
- Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects.
- Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts.

- Working with PMO colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.
- Developing and maintaining project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.
- Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.
- Managing the project budget - working closely with PMO colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site).
- Preparing reports, briefing papers and other documents, as required, working closely with PMO staff.
- Participating in work to continuously improve project delivery at the CA.

The role holder may be required to undertake any other appropriate duties as deemed necessary.



PERSON SPECIFICATION

Note to Applicants: Essential requirements are marked with ‘E’. Desirable criteria are marked with ‘D’.

CRITERIA	REQUIREMENTS	METHODS OF ASSESSMENT
<p>Experience, Knowledge and Skills</p>	<p>Project and/or Programme experience, preferably supported by relevant qualifications. (E)</p> <p>Able to work under pressure in a fast-paced environment and capable of delivering to short timescales. (E)</p> <p>Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint) (E)</p> <p>Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential. (E)</p> <p>Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels. (E)</p> <p>Good verbal and written communication skills with attention to detail. (E)</p> <p>Knowledge and/or experience of preferably in any housing related role and any experience of Net Zero projects would also be desirable. (D)</p> <p>Knowledge/experience of local government decision making processes (D)</p>	<p>A, P, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p>Alignment with Mayoral Programme Delivery Competency Framework</p>	<p>“Proficient” in seven or more of the following technical competencies, with “Working Knowledge” of all others (E):</p> <ul style="list-style-type: none"> • Commercial management • Budgeting & financial management • Business case & benefits management • Governance & controls • Communications & stakeholder management • Planning, scheduling, dependency management 	<p>A, P, I</p>

CRITERIA	REQUIREMENTS	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> • Quality management/solution design • Change control • Resource, capacity & capability management • Risk & issue management <p>“Advanced” in at least half of the following behavioural competencies, and “Established” in all others (E):</p> <ul style="list-style-type: none"> • Seeing the big picture • Innovating • Working with ambiguity & complexity • Setting the right example • Communicating & influencing • Collaborating • Developing self & others • Operating with ethics & professionalism 	A, P, I
Education/ Qualifications	Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) (D)	A, I

Key to Assessment Methods:

- A – Application
- P - Presentation
- I - Interview