

## **ROLE DESCRIPTION**

<b>Job Title</b>	Housing Decarbonisation and Retrofit Delivery Manager
<b>Salary Band</b>	SCP 41 - 43
<b>Reporting to</b>	Housing Retrofit Development Manager
<b>Directorate</b>	Investment and Delivery
<b>Service Area</b>	Pipeline Development
<b>Political Restriction</b>	Yes

<b>1. Primary Purpose of the Post</b>
To develop, support and lead delivery of housing projects in partnership with the six constituent Local Authorities in the city region and other key partners. To provide technical expertise and oversee project development and delivery in relation to decarbonisation of homes, in line with the LCRCA's strategies and programmes.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Manage and deliver retrofit programmes for funding bodies, as required on behalf of Local Authority partners, or where LCRCA is the accountable body.</li> <li>• Line Management and workload management of project teams, directing and guiding projects through project lifecycle.</li> <li>• Close liaison with Legal, Procurement and Finance colleagues to ensure, develop and negotiate the CA's contractual and other arrangements.</li> <li>• Managing and having responsibility for Capital and Revenue budgets associated with housing and retrofit programmes.</li> <li>• To contribute to the updating of a pipeline of housing retrofit projects across the city region to ensure it meets the needs of the current population and the economic growth ambitions of the city region are met.</li> <li>• To develop retrofit projects from the housing pipeline that are eligible for national or local funding to ensure they are ready for bidding and delivery.</li> <li>• Negotiation with housing associations and private landlords to enable access to CA led funds for housing delivery.</li> <li>• Commission, oversee and manage relevant consultancy work.</li> <li>• Advise Local Authorities on appropriate delivery vehicles and then prepare briefs to support decisions to procure development partners.</li> <li>• To work with Local Authorities to procure works contracts as required to enable housing delivery on sites.</li> <li>• To seek out and explore policy best practice from the UK and internationally, and to provide interpretation of key lessons for the Liverpool City Region;</li> <li>• Work closely with Housing Strategy and the Climate Action Partnership to deliver appropriate schemes and intelligence to support policy development.</li> <li>• Liaise with appropriate Government departments to develop new funding schemes and report on existing schemes.</li> </ul>
<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"> <li>• To ensure synergy with other LCRCA funding programmes, including liaison with the CA Investment &amp; wider pipeline team.</li> </ul>



- To support the wider CA teams in promoting the work of the LCRCA and Liverpool City Region.
- In line with the respective role to ensure 'joined up' policy and practice across areas of the city region.
- To represent the LCRCA when working with partner organisations.
- To operate in a manner that places citizens first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support Liverpool City Region's communities through policy and delivery that addresses local concerns.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

## PERSON SPECIFICATION

**Job Title:** Housing Decarbonisation and Retrofit Delivery Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1.A subject relevant degree or equivalent considerable experience within relevant housing decarbonisation and energy efficiency	<b>E</b>	<b>A</b>
2.Qualification or professional accreditation in Land and Property / Housing / Regeneration / Decarbonisation / Retrofit / Environment / Geography or similar	<b>D</b>	<b>A</b>

Experience and knowledge	E = Essential D = Desirable	Identified By
3.Excellent experience bidding for and delivering housing or green industry projects	<b>E</b>	<b>A / I</b>
4.Strong skills in financial management, grant funding agreements and related reporting	<b>E</b>	<b>A / I</b>
5.Proficient line manager and matrix team manager, motivating direct reports and project teams to deliver quality outcomes	<b>E</b>	<b>A / I / P</b>
6.Experience of developing multiple strategic stakeholder relationships across all levels to persuade, negotiate and influence	<b>E</b>	<b>A / I</b>
7. Familiarity with project management tools and methodology to support delivery of projects to time and budget	<b>E</b>	<b>A / I / P</b>
8. Accustomed to reporting via governance and decision-making process	<b>E</b>	<b>A / I</b>
9.Demonstrate a broad understanding of the residential market in the local area	<b>D</b>	<b>A / I / P</b>

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
10.Good written and oral presentation skills with ability to present complex ideas in a clear way	<b>E</b>	<b>A / I / P</b>
11.Ability to meet challenging deadlines and time management skills	<b>E</b>	<b>A</b>



12.Ability to understand and anticipate the needs of the LCRCA and the city region and translate them into solutions and outcomes	<b>D</b>	<b>A</b>
13.Strong ICT skills including proficiency with Microsoft Office	<b>E</b>	<b>A / I / P</b>

<b>Commitment and Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
14.An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	<b>D</b>	<b>A</b>
15.Flexible approach to working hours and willingness to work flexibly as and when required	<b>E</b>	<b>A</b>
16.Ability to attend meetings inside and outside the city region	<b>E</b>	<b>A</b>

### Key to Assessment Methods:

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