

ROLE DESCRIPTION

Job Title	Project Manager – Housing and Sustainability
Salary Band	SCP 33 – 36
Reporting to	Housing Programme Manager
Responsible for	Project support
Directorate	Investment and Delivery
Service Area	Pipeline Development
Political Restriction	This role is politically restricted

1. Primary Purpose of the Post
To provide high quality Project Management, leading project teams to ensure project objectives are met, the project is completed on time and within budget across housing and low carbon delivery projects.
2. Your responsibilities
<ul style="list-style-type: none"> • Leading and managing the project team through all stages of initiation, delivery and close within time, cost and quality parameters. Turning evidence into action by developing the scope of projects, planning key activities and milestones, and driving forward their delivery. • Building up sufficient technical sector-specific knowledge as appropriate to lead assigned projects (housing and sustainability) training and support will be provided. • Leading development of collaborative relationships with key project stakeholders including North West Net Zero Hub, project sponsors and external parties such as funders, local authorities, housing associations, community groups, residents, suppliers and subject matter experts. • Working with 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 and any funding requirements. • Work with Programme Managers, project team and other key stakeholders to agree approvals pathways, develop and maintaining project management artefacts – undertaking good document control practices including tracking programme plans, risks, issues, change control, lesson learned, comms and engagement, escalating and delegating as appropriate. • Work with the LCRCA Procurement and legal team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.



- Budget management - working closely with project team, assurance services, finance and audit functions to ensure that there is thorough understanding of the financial position of each project.
- Building relationships with internal and external stakeholders, organising and facilitating project-related meetings, workshops, briefings, engagement and events (including off site).
- Monitoring and evaluating project data, reporting on outputs and outcomes related to funding programmes. Drafting and managing grant funding agreements, financial documents, business cases, reports, briefing papers and other documents, as required.
- 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.

3. General Corporate Responsibilities

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: Project Manager – Housing and Sustainability

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree or considerable experience leading complex projects	E	A
Qualification or professional accreditation in Land and Property / Housing / Regeneration / Energy / Sustainability / Retrofit / Environment / Geography / Social Sciences or similar	D	A
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) supported by certifications	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Well-established project manager with leadership experience on complex projects.	E	A / I / P
Solid experience using project management methodology and tools including tracking programme plans, risks, issues, change control, lesson learned, monitoring and evaluation.	E	A / I / P
Track record of high value project delivery and managing associated budgets, contracts, grant funding agreements.	E	A / I / P
Good interpersonal skills, including an ability to adapt appropriately to people at all levels, lead stakeholder engagement and build stakeholder relationships.	E	A / I / P
Good verbal and written communication skills with attention to detail and experience of drafting business cases, briefing papers and reports.	E	A / I / P
Solid experience of organising and chairing project-related face to face and online meetings, workshops, engagement and events.	E	A / I / P
Knowledge and/or experience of one or more of the following sectors/disciplines: Land and Property / Housing / Regeneration / Energy / Sustainability / Retrofit / Environment / Geography / Social Sciences or similar	D	A
Knowledge/experience of local government / public sector governance and decision-making processes.	D	A



Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions (eg SharePoint, Teams)	E	I / P

Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and work to deadlines; strong time management skills are essential.	E	A / I
Evidence and commitment to continuous personal and professional development	E	A / I

Key to Assessment Methods:

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