

ROLE DESCRIPTION

Job Title	Housing Delivery Associate
Salary Band	SCP 37 - 40
Reporting to	Housing Delivery Manager
Directorate	Investment and Delivery
Service Area and sub area	Housing Delivery
Team	Housing Delivery
Political Restriction	Yes

1. Primary Purpose of the Post
<p>To work on housing projects and investments that will generate economic growth, social, financial and wellbeing benefits in relation to new and affordable housing delivery.</p> <p>This role provides an opportunity to make a positive impact on the lives of residents across the City Region and wider; supporting Central Government with national housing delivery outputs, local housing need and the Mayor's commitment to carbon reduction.</p>
<ul style="list-style-type: none"> • 2. Your responsibilities
<ul style="list-style-type: none"> • To support the assessment, preparation and funding of housing projects in the Liverpool City Region by: • Assessing proposed housing delivery projects with partners (particularly Local Authorities and government agencies) and stakeholders (including Registered Providers, private Developers and Community Led Housing) • Providing housing market and sector analysis and expertise to support funding proposals • Generating financial projections and analysis to support the Combined Authority's proposed financing • Drafting Full Business Case reports, internal Briefings etc as required • Supporting assessment of the economic, social, environmental and other products of housing projects under consideration (mostly led by third party experts) • Managing documents, reports, key correspondence and other materials related to projects under construction • Understanding of Green Book methodology and setting proportionality on a project-by-project basis • Other tasks identified by the project leader in managing housing delivery in the Liverpool City Region • Supporting the procurement, selection and contracting of third-party contractors or consultants at the project level • Providing active support to senior team members, to manage projects and relationships • To provide advice on project deliverability, risk and critical success factors



- To monitor the financial and operational performance of housing projects and LCRCA financial commitments through regular monitoring. This requires financial and operational analysis, communication with clients and stakeholders, reviewing external reports and summarising performance for review by senior team members
- To liaise with the Combined Authority's finance, legal, portfolio management and other teams on project performance and forecasts

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery
- To support the Housing Delivery Team in contributing to the corporate management of the strategic risks facing the LCRCA
- To support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Housing Delivery Associate

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A subject relevant degree or considerable experience within the housing or building industry	E	A
Commitment to continuous personal and professional development.	E	A/I
Postgraduate degree or training	E	A/I

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience within housing and/ or the housing development industry	E	A/I
Working effectively in a project team and with active support from senior team members, to manage projects and relationships	E	A/I
Working under pressure, meeting deadlines and showing resilience	E	A/I
Building relationships around a shared objective	E	A/I
Understanding of the public sectors role in housing delivery across the LCR	E	A/I/P
Experience of engaging with different stakeholders	E	A/I/P
Experience of developing good working relationships to persuade, negotiate and influence.	E	A/I/P

Skills and abilities	E = Essential D = Desirable	Identified By
Good written and oral presentation skills with the ability to present complex ideas and information in a clear and comprehensible way to different stakeholders.	E	A/I/P
Ability to work autonomously as appropriate and to prioritise and meet challenging deadlines.	E	A/I
Ability to analyse and interpret economic / financial / social data to assess or monitor projects or proposals	D	A/I
A good understanding of HMT Green Book methodology	E	A/I
Ability to produce straightforward financial models / projections / analyses in Microsoft Excel	E	A/I



Ability to write clearly and succinctly and to communicate effectively	E	A/I
Ability to synthesise information to generate clear reports and actionable summaries	E	A/I
Ability to establish priorities and communicate pressing issues to team members and clients	E	A/I
Sensitivity to the political, environmental and social impacts of the team's projects and work	E	A/I/P

Personal Attributes	E = Essential D = Desirable	Identified By
Self-motivated and proactive to ensure deadlines are met.	E	A/I
Well organised and able to plan and prioritise workloads	E	A/I
A team player and willing to work together to achieve a positive outcome for the benefit of the LCRCA	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and commitment to the core vision and values of the Combined Authority.	E	A/I
An understanding of and commitment to equal opportunities.	E	A/I
A commitment to providing a high standard of service to stakeholders and partners.	E	A/I

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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