

Job Profile

Position Details	
Post	Housing Delivery Programme Manager
Service Area	Housing, Regeneration and Planning/Housing Strategy & Commissioning/Housing Delivery Team
Reports to	Interim Strategic Lead for Housing Delivery
Grade	P08
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> To be responsible for the effective management, monitoring and reporting of all aspects of the Council's Housing Delivery programmes as set out in the Borough Plan through all relevant governance bodies, taking a lead role in strategic development of Housing Delivery initiatives. To coordinate capital and revenue investment to deliver the Council's housing delivery programmes' objectives and projects, ensuring the programme budgets are aligned and agreed with the Greater London Authority and other partners as required. To deliver effective staff and matrix management to support the commissioning, co-ordination, delivery, monitoring and reporting of housing delivery projects across Council departments.

Main Responsibilities
<ol style="list-style-type: none"> Report to relevant senior managers including the Director Housing, Regeneration, & Planning, and Cabinet Member for management and monitoring of all aspects of the housing delivery programme. To ensure robust programme and project management systems are in place, and that appropriate performance management protocols operate. To ensure that the Housing Delivery Programme governance links effectively with the relevant Delivery Boards and the Council's structures and has the correct levels of decision making in the context of the programme to ensure probity and transparency in the use of public funds, and to ensure effective and robust decision making. To ensure that there are sufficient financial, human and other resources in place to deliver the Housing Delivery Programme and find solutions where there are resource gaps identified. To manage the Housing Delivery Programme budgets, retaining oversight over all project budgets including regular reporting, and that the programme and project budgets (both revenue and capital) are effectively controlled. To develop and maintain good working relationships with stakeholders involved with the Housing Delivery Programme. To support and monitor the delivery of effective client management and oversight of all services and providers involved in the Housing Delivery Programme, commissioning strategically to meet the needs of the programme. To be accountable for the performance of staff directly reporting to the role, including direction, management and assessing performance.

9. To develop and sustain positive relationships with elected members including responding to member enquiries and briefing the Leader and senior members as appropriate for the housing delivery programme.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Educated to degree level or equivalent	Essential
Experience of managing, monitoring and reporting on a complex housing delivery programmes.	Essential
Experience of taking sole or lead responsibility for complex programme and/or governance arrangements in a public body or housing organisation	Essential
Excellent communication skills	Essential
Experience of developing and sustaining successful partnership working across the public and private sectors and wide range of stakeholders within the context of delivering affordable housing	Desirable
Excellent political awareness and the ability to advise elected members on a wide range of programme issues	Desirable
Excellent understanding and experience of effective financial management	Essential
Experience of managing and motivating staff	Essential
Understanding and knowledge of funding opportunities from both the public and private sectors	Desirable
Negotiating and influencing at a senior level to ensure stakeholder buy in and inform senior and political decision making within the wider programme context	Desirable
Experience of commissioning and managing work from external providers	Desirable
Highly developed programme and project management skills (including in the planning, management, governance and evaluation of programmes; data management and analysis; and the interrogation and challenge of performance reporting)	Essential

Main Contacts & Other Information
<u>Main Contacts:</u>

Housing Delivery Team
Housing Strategy & Commissioning
Homes for Haringey
Planning
Strategic Property
Project Delivery Team
Regeneration
External Consultants

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	80%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
n/a
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
n/a
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
n/a
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
n/a
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
n/a
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
n/a