

# Job Profile

Position Details	
Post	Housing Delivery Project Manager
Service Area	Housing Strategy & Commissioning
Reports to	Senior Housing Project Manager
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> <li>To drive the delivery of new homes, particularly affordable housing, to meet Haringey's housing targets.</li> <li>To lead and manage a portfolio of new build schemes from start on site through to end of defect rectification period.</li> <li>To lead partnerships across and outside the council to deliver new homes</li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>To understand and work effectively within relevant Council policies and procedures in order to ensure the portfolio of housing schemes are delivered on time, to budget and to the expected quality standard.</li> <li>To develop client briefs, procuring design, consultants and contractors necessary to deliver programmes within time, cost and quality targets.</li> <li>To ensure effective management of contracted partners and consultants during delivery and closely monitor financial progress against agreed budgets.</li> <li>To undertake financial appraisals on each scheme, ensuring these are reviewed and updated throughout the delivery phase, reporting on risk and the project profile including cash flow.</li> <li>To ensure that legal, building control, health and safety, and planning requirements for the delivery of each scheme are met, including managing the planning process when required within deadlines.</li> <li>Coordinate, lead and manage housing delivery site review meetings and ensure the council's delivery KPI's and contract management and monitoring is carried out</li> <li>Instruct properties for sale and work alongside the appointed sales and marketing consultancy to ensure delivery of sales is within appropriate deadlines.</li> <li>Manage the handover from site delivery to Homes for Haringey (HfH) including the Health &amp; Safety, compliance checks, home user guides, landlord manuals</li> <li>Manage the schemes via the Employers Agent (EA) or project manager through the defects liability period (DLP) and ensure satisfactory issue of the end of DLP certificate</li> <li>Liaise with HfH Lettings Officers at early stages to ensure tenants are identified and that properties are suitable for those tenants needs</li> <li>Seek value for money on all contracts</li> <li>To ensure that all new and existing projects are being developed through a project framework and are subject to the required process level, business case and investment appraisal</li> </ol>

procedures ensuring that best value is achieved. To provide detailed advice on the financial viability of Council development proposals

13. To liaise and consult with internal and external stakeholders, including councillors, residents and leaseholders, to ensure appropriate engagement and consultation and that the Asset Management Strategy and Housing Capital Programme are properly co-ordinated with other projects, including large scale regeneration programmes.

#### Generic Responsibilities

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
• A robust understanding of financial modelling and the drivers for investment decisions. including a strong working knowledge of financial appraisal software	Essential
• Significant experience of leading housing development and programme delivery	Essential
• Extensive experience of developing, implementing, maintaining and monitoring construction projects to tight deadlines.	Essential
• Significant demonstrable experience of effective procurement, commissioning and management of a wide range of external consultants, including construction contractors, to deliver clear outcomes	Essential
• Considerable experience of undertaking and updating financial appraisals for housing development	Essential
• Able to motivate improved performance by suppliers, effectively challenging any gaps between contractual commitments and actual delivery.	Essential
• Able to influence and negotiate successfully with others, including third party organisations.	Essential
• Significant experience of capital budget management, monitoring, reporting and authorising spend.	Desirable
• Understanding of affordable housing investment policy and the town planning process.	Desirable
• Track record of successfully engaging with residents and others in a diverse community, building positive and productive working relationships	Essential
• A good working knowledge of the London Housing market and current associated issues.	Desirable

<ul style="list-style-type: none"> <li>• A good understanding of relevant regulation, legislation and political developments affecting the housing sector and the implications these may have on London Boroughs.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills with the ability to build effective relationships across sectors and to persuade a range of internal and external stakeholders in line with the Council's objectives.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Highly numerate with excellent literacy, logical thinking, problem solving and analytical skills to identify trends, risks and new business opportunities.</li> </ul>	Essential
Qualifications	
<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent relevant experience.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• A construction, property or housing related qualification or accreditation.</li> </ul>	Desirable

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Planning</li> <li>2. Legal</li> <li>3. Corporate Property</li> <li>4. Asset Management</li> <li>5. Finance</li> <li>6. Homes for Haringey</li> <li>7. Housing Strategy &amp; Commissioning Manager (within business area)</li> </ol> <p><u>Other Information:</u></p>

## 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/No
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	60%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	Yes		Manual handling.	No	
Working alone or in isolation.	Yes	10%	Working in confined spaces.	No	
Driving a car, van or minibus.	No	10%	Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	Yes	10%	Standing or sitting for prolonged periods.	No	

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

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Likely to be responsible for programme budgets up to £5m
<b>Cash/Financial Resources</b> - 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:
No
<b>Plant/Equipment</b> - 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:
No
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
<b>Data Systems</b> - 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:
No
<b>Buildings</b> - 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:
No