

## **Job Description: Programme Manager – Council Housebuilding Support**

<b>Reports to:</b>	<b>Head of Programme – Council Housebuilding Support</b>
<b>Directorate/team:</b>	<b>Partnerships &amp; Improvement Directorate – Council Housebuilding Support</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Position:</b>	<b>1-year Fixed Term</b>
<b>Location:</b>	<b>Home based</b>

### **Background:**

The government is committed to delivering 1.5m homes in this parliament and local authorities have a pivotal role to play in contributing to these ambitions. However, with a decline in council housebuilding in recent years, councils need targeted support to accelerate delivery of new council homes.

To address this the government is committed to restoring capacity in councils to deliver new homes, and is working closely with the Local Government Association and other partners to develop a comprehensive support package. This initiative aims to restore councils management capabilities, enhance skills, and build long-term capacity to sustain a robust pipeline of council housebuilding.

### **Job Purpose:**

Reporting to the Head of Programme – Council Housebuilding Support, the Programme Manager is responsible for ensuring programme management structures and processes are in place to provide effective programme development, engagement, promotion, monitoring, analysis, and reporting; and that the evidence to demonstrate success is captured.

The post line manages an Adviser and a PSO role.

### **Core Accountabilities:**

1. Drive the development and delivery of the council housebuilding support activity to help councils meet their challenges and priority outcomes, and advocate and promote the needs of the sector.

2. Plan resources and manage budgets, contributing to the allocation and co-ordination of resources across the programme including liaison with other stakeholders and partners (MHCLG, Local Partnerships, Homes England etc).
3. Lead and maintain relationships on behalf of the LGA and maintain a positive reputation for the LGA with local authorities, central government, partners, and stakeholders.
4. Lead and work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
5. Maintain a culture of curiosity, learning, and continuous improvement, underpinned by effective performance management and monitoring.
6. Model the LGA's values and behaviours, and work in accordance with health and safety, equal opportunities, and environmental policies.
7. Undertake any other duties and responsibilities appropriate to the post, including deputising for the Programme Director if required.

### **Specific Accountabilities:**

1. Develop and implement council housebuilding support activity, with responsibility for programme management: business planning, delivery, and workforce planning arrangements.
2. To retain a national overview of the programme's performance, with effective programme monitoring, analysis, and reporting; ensuring the evidence to demonstrate success is captured.
3. To plan, prepare and manage reports, policy papers and briefings for both programme, MHCLG, and LGA governance as required, including on sensitive and complex issues.
4. To ensure appropriate programme management structures, processes and protocols are in place including appropriate project planning, reporting, risk, change control approaches, exit strategies and so forth.
5. To ensure a consistency of programme activity and practice, and to ensure communications and best practice are shared within and across the programme team, and more widely across the LGA with those working on the housing agenda
6. To ensure a communications strategy is developed, maintained, and delivered. To maintain awareness of presentational and media opportunities and manage risks in this area of responsibility,
7. To communicate effectively with people at all levels, and to translate and present complex information to a variety of audiences.
8. To build strong relationships across your own and other organisations to unblock barriers, influence stakeholders, and offer appropriate challenge, including with senior leaders.
9. To contribute to the development of the future strategy for the activity, including engagement with government departments and wider public sector colleagues.

10. Commission reports, research and other external work, and represent the LGA at regional and national events, including conferences, seminars and similar.
11. To manage any government or commercial grant funding agreements or contracts on behalf of the LGA, to include managing the LGA's expenditure and income on the activity. To ensure effective use of resources and maintain financial control.
12. To line manage an Adviser and a PSO, ensuring individuals' wellbeing, and developing resilience. To support individuals' personal development and training needs.
13. Create an environment that treats people with respect and enables them to develop and realise their potential. Ensure a culture of inclusion prevails, diversity is embraced, and equality is embedded and promoted.

### Relevant Contacts:

#### MHCLG

Deputy Director, Senior policy leads,

#### Homes England

#### LGA

Members

Principal Advisors and their regional teams

Programme Heads, PGO's, Policy and Communications teams

Corporate heads (finance, HR, IT etc)

#### Local Partnerships

#### Local Authorities

Members

Chief Executives, Directors, Heads of Service

#### Others

Professional bodies, regulatory bodies, senior figures in the private and voluntary sectors

### Person Specification: Programme Manager – Council Housebuilding Support

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Desirable - degree or equivalent</li> <li>• Desirable – <ul style="list-style-type: none"> <li>• a project management qualification, and</li> <li>• a professional qualification and/or membership of a professional body relevant to the housing agenda (for example housing, planning, surveying, property law)</li> </ul> </li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Good understanding of local government, its roles structures, and relationships.</li> <li>• Strong awareness of social housing and/or housing delivery</li> </ul>

	<ul style="list-style-type: none"> <li>• Solid awareness of the political and operational structures of central government and of MHCLG's role, structures, and relationships</li> <li>• Demonstrable experience of success in leading complex, national, projects/programmes ideally in the public sector, and ideally involving housing/land/property/regeneration</li> <li>• Demonstrable experience of successfully deploying project and programme systems, processes and protocols</li> <li>• Previous experience of working in or with a complex political environment, preferably in local or central government</li> <li>• Experience of line management, including managing a multi-disciplinary team</li> <li>• Experience of producing presentations, reports, and briefings.</li> </ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>• Good level of political awareness and sensitivity</li> <li>• Ability to lead and motivate others, and to promote a culture of inclusion and respect</li> <li>• Integrity and credibility with politicians, senior managers, key stakeholders and staff</li> <li>• Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines</li> <li>• Strong influencing and negotiating skills; confident and resilient with good people skills</li> <li>• Strong team player able to build alliances and lead from within, able to utilise collaborative processes</li> <li>• Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way</li> <li>• Good financial and resource management skills.</li> <li>• Able to identify and manage risk at a programme level</li> <li>• Advanced IT skills, including Word, Outlook, PowerPoint and Excel plus the Google Suite, and the ability to produce high quality documents and reports.</li> <li>• Commitment to personal and professional development.</li> </ul>