

JOB SUMMARY

Post Title	Housing Delivery Manager					
Job Family	Partnership, commissioning and contracts	Pay Range	13	Line Manager to others?	Yes	Role profile ref
Service Area	Adult Social Care & Housing Needs					
Line Manager	Strategic Manager – Housing Enabling & Delivery					
Location	County Hall					

Job Purpose			
<ul style="list-style-type: none"> To lead the Councils aspirations in relation to housing enabling and delivery, including the development and delivery of a programme of strategically important housing projects. This will include delivering and managing a portfolio of work programmes, utilising robust project management approaches, engaging and managing multiple relationships with internal and external stakeholders including the local community and maintaining effective communication channels in support of the projects. To manage the delivery of the empty homes function and deliver the strategy and action plan. 			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> Management of large scale complex strategic projects and various workstreams that sit under this. Accountable for the efficient coordination, control and reporting of a complex range of project management activities across the Directorate through the establishment of cohesive reporting processes and project teams. Manage the delivery of community and stakeholder engagement for housing projects. To develop the strategic plans, policies and procedures, for the delivery of housing management and maintenance services provided within the Council. Responsible for contract management of consultants and contractors procured. To be accountable for ensuring the delivery of all outcomes, performance targets including finance, and KPIs for areas of responsibility. To be responsible for management of team members. 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Substantial relevant experience as a professional expert in a large complex organisation with expert knowledge in the specialist field.	Substantial experience in a lead role in a housing environment, ensuring services are delivered in line with best practice and within the resources available. You will have experience in policy formulation, strategic planning, service redesign, procurement, contract development/negotiation and performance management.	E	
Experienced project manager with an excellent understanding of project management methodologies and systems.	Experience in the management of large scale strategic programmes and associated projects	E	
Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes critical to the organisation.		E	
Authority and credibility to build relationships influence and engage successfully with colleagues,	The post holder will be a skilled communicator and negotiator with a	E	

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partners, providers and stakeholder at all levels in complex or politically sensitive situations.	proven ability to effect change.		
Extensive knowledge of the service and partner / provider relationships and wider sector / external influences.	You will have excellent knowledge of the council's partners and their influencing factors, with the ability to engage with them on matters of policy and strategy and lead on joint projects and initiatives.	E	
Initiative, strategic awareness and commercial acumen demonstrated in problem solving and decision making.	Initiative, strategic awareness and commercial acumen demonstrated in problem solving and decision making.	E	
Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the service area.	The post holder will be expected to have in-depth knowledge of the service area and will proactively build good working relationships and communicate effectively with all stakeholders, including members and strategic directors.	E	
Experience of leading partnership working and representing the organisation externally.	The post holder will be expected to proactively engage with Services in the development of strategies and policies whilst ensuring compliance with the organisations policies, processes and requirements.	E	
Significant experience of producing long term plans which meet strategic requirements.	Ability to produce and develop long term plans which deliver the relevant strategy and policy.	E	
Experience of identifying and managing risk.		E	
Good ICT skills including Microsoft applications and specialist systems.		E	
Excellent communication, interpersonal and influencing skills.	Proved track record of working positively with independent providers and the voluntary sector.	E	

Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard/experience in a relevant subject	Degree level in housing related discipline	E	
Relevant professional qualification.	Membership of relevant housing related professional body	E	
Project management	Prince 2 or equivalent project management qualification or experience		D
Other Requirements			
You are required to be in an out of hours and stand-by duty rota as and when requested by management. Please see T&Cs in Appendix A for more information.			
Must be available for meetings outside usual working hours			
Valid UK Driver's licence			