# Role profile

* **Job title**: Senior Project & Policy Officer (Healthy Homes)
* **Grade:** 7
* **Business area:** Place Directorate
* **Reporting line:** Line manager: Mary Gogarty, Principal Housing Strategy; senior manager: Steve Fyfe, Head of Housing Strategy
* **Team:** Planning and Housing

## Job Purpose

To be responsible for managing and delivering projects to develop and implement policy to enable Greater Manchester to meet its strategic objectives in relation to the GM Healthy Homes project.

To develop and maintain relationships across a wide range of complex and senior stakeholders with responsibility for component parts of the GM Healthy Homes project.

## Key working relationships

* Colleagues within the GMCA
* NHS GM
* Greater Manchester’s ten Local Authorities
* GM Housing Providers
* National government departments (including the Department of Levelling Up, Housing and Communities, Department for Health and Social Care)

## Key Responsibilities

* Taking responsibility for the development and delivery of projects – where appropriate including directly supervising or managing employees that may be required to assist the delivery of those projects, and with specific responsibility for the agreed elements of the GM Healthy Homes project
* Monitoring the delivery of project work milestones and targets. Chasing and challenging progress as appropriate
* Acting as the key point of contact on projects with colleagues in Greater Manchester councils, NHS GM, GM Housing Providers and other partner organisations, working with them to identify and overcome barriers to progress
* Understanding key partners in the delivery of projects and how they fit within wider research and policy areas
* Reporting project progress, including in official communications with senior colleagues and external stakeholders
* Identifying opportunities for taking forward action on defined strategic priorities and supporting the implementation of co-produced, innovative local strategies and plans.
* Providing accurate research and analysis where required
* Producing a range of high quality communication, such as reports and briefing notes for various audiences and purposes including complex, confidential and sensitive correspondence.
* Attending meetings across Greater Manchester including events and conferences to keep up to date and develop understanding of new or emerging policy areas.
* Support the development of strategic GM bids and business cases
* Communicating, in the most appropriate manner, technical and non-technical information, and sensitive issues to internal and external stakeholders, and suppliers.
* Coordinating / tracking project or team finances and supporting with funding bids activities as appropriate.

## General

1. Project management and delivery of all sizes of project from start to completion including:

* Ability to prioritise across a wide ranging and diverse workload
* The capacity to cope with challenges, pressures and setbacks
* Motivate and engage team members, leading by example
* Build awareness and understanding of priorities spanning the GM health, social care and housing systems and communicate these effectively with stakeholders to progress the objectives of the project

1. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

### Experience of project or programme management / delivery.

### Experience of influencing others and building strong relationships to deliver results.

### Appropriate professional administration experience requiring a highly organised and efficient approach.

### Experience of managing and monitoring an agreed budget.

### Project Management/contract management experience

### Understanding of structure of local government and councils’ responsibilities in relation to housing and social care

### Understanding of Private Sector Housing and home improvement agency policy, investment and delivery mechanisms in relation to delivery of home improvements, adaptations, and services to support independent living.

### Desirable

### Experience of working within a Home Improvement Agency or Private Sector Housing policy and/or delivery environment

### Skills, Values & Behaviours

### Ability to work independently and effectively to meet deadlines.

### Excellent and collaborative communication skills, including in person and in writing.

### Problem solving, to identify and overcome barriers to project progress.

### Good organiser, able to manage multiple activities and grasp complex topics quickly.

### Numerically literate with a high level of attention to detail.

### Drafting and writing papers and communications to report project progress to stakeholders

### Strong IT skills including Microsoft Excel, Word, PowerPoint.

### Ability to work with diverse teams.

### Ability to work effectively in a busy, professional and demanding environment where attention to detail, accuracy and high quality standards is the norm.

### Confidence and ability to deal effectively with financial/accounting information.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*