

Job specification

Job title: Deputy Project Manager – Housing Partnerships and Strategy
Service: Growth and Housing
Grade: G8
Reporting to: Senior Housing Policy Officer – Growth and Housing

Your job

You will be working within a newly formed Growth and Housing team to assist in the delivery of a wide range of housing growth and regeneration projects. You will work with a range of external partners from both the public and private sector to ensure that housing projects are delivered on time, are resourced appropriately and that housing projects delivered with partners meet local need and contribute to the council's vision to make Wigan a place where people want to invest, live, work and visit.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

Within the first 12 – 18 months you will:

- ◆ Work with our registered provider partners to identify and develop appropriate bids for the Homes and Communities Agency's Shared Ownership Affordable Homes Programme 2018-21.
- ◆ Work with colleagues in Planning and Legal teams to secure a range of affordable housing on private housing schemes via Section 106 affordable housing requirements in order to meet identified need.
- ◆ Assist in the delivery of estate regeneration projects including stakeholder engagement and consultation, procurement of delivery partners and viability appraisals.
- ◆ Assist in the delivery of our Housing for Health programme with colleagues in Adult's and Children's Social Care.
- ◆ Assist in the development of our housing market evidence base and assessing the housing needs of the borough, including working on projects as a member of the Greater Manchester Combined Authority.
- ◆ Develop your understanding of the changing policy and regulatory requirements relating to housing delivery and regeneration and the impact upon our delivery programmes.
- ◆ Assist in developing local strategies and policies to increase housing delivery, meet identified needs and contribute to our vision to make Wigan a place where people want to invest, live, work and visit.
- ◆ Work with a range of partners, including the private sector, on new projects and initiatives, for example Custom and Self Build, Starter Homes and the Housing Infrastructure Fund, to increase housing delivery, meet identified need, respond to new government policy, the Greater Manchester Agenda and our local priorities. This would involve completing business cases, risk logs and project plans and managing consultants.
- ◆ Monitor the delivery of housing and regeneration schemes and provide updates to appropriate managers and Boards.
- ◆ Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ Degree or equivalent qualification in housing, construction or a related field and evidence of continuous personal development through training.
- ◆ Significant experience of housing development or regeneration preferably gained in a social housing background.
- ◆ Experience of analysing, interpreting and presenting complex demographic and housing asset information.
- ◆ Experience of devising, implementing and managing performance monitoring and administrative systems.
- ◆ The ability to manage and deliver a number of projects working with a range of partners and consultants.
- ◆ The ability to demonstrate effective written and verbal communication skills.
- ◆ The ability to understand and analyse complex information quickly and translate into effective, workable processes and procedures.
- ◆ The ability to plan and organise a complex workload with shifting deadlines in order to meet specific targets.
- ◆ The ability to work as part of a team both within the organisation and on an inter-agency basis.
- ◆ Knowledge of regeneration and housing delivery processes, including planning and legal requirements.
- ◆ Knowledge and understanding of housing funding programmes including Homes and Communities Agency and Greater Manchester Combined Authority funding streams, local authority finance and private sector investments.
- ◆ The ability to develop innovative solutions to problems.
- ◆ Holds a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Staff Deal

Wigan
Council

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed

Donna Hall CBE, Chief Executive

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed



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