

# Job Specification

<b>Job title:</b>	Project Manager Housing Partnerships and Strategy
<b>Service:</b>	Housing and Growth
<b>Grade:</b>	G10
<b>Reporting to:</b>	Team Leader Housing New Build and Regeneration

## Your job

You will be a member of the Housing new build and regeneration team and work-with public and private sector partners to accelerate delivery of homes and develop initiatives to facilitate growth. You will work collaboratively with the private sector to influence the development of housing policy within Wigan and work in partnership across Greater Manchester. You will make effective links with the Planning Policy and Transportation Service, Development Management service and other key teams across the council to accelerate growth and deliver well designed quality new homes that meet the range of housing need for our community.

You will be part of a multi-disciplinary team, which directly delivers a new build programme of about 70 units a year, acquires s106 properties from developers, works with Registered Providers and the Homes and Communities Agency to develop our affordable homes programme and influences the range of s106 properties to be built in the Borough. You will also work with Planning colleagues and the private sector to accelerate the pace of housing development to contribute to the Borough's growth.

## In this job you will

Within the first 12 – 18 months you will:

- ◆ Establish effective contacts with colleagues across the Council and Greater Manchester (GM) to develop and influence policy in respect of meeting housing need across Wigan.
- ◆ Establish effective links with the Homes and Communities Agency (HCA) and other government agencies to understand the direction of policy on housing delivery and to manage and administer associated funding programmes in order for Wigan to maximise the potential for securing grant assistance to support housing development.
- ◆ Lead on the development of new housing development and regeneration initiatives identified through engagement across GM and with the HCA.
- ◆ Develop our housing market intelligence and analysis to assist in effective delivery of housing development and regeneration across Wigan and lead on the strategy for engagement with Registered Providers and private house builders.
- ◆ Lead on specific housing policy issues and projects and undertake promotion of opportunities through appropriate media.
- ◆ Lead on negotiations on the affordable housing component of s106 agreements from private developers with the Planning Development Management case officer and to manage the delivery the agreed programmes, including the expenditure of any financial contributions received.
- ◆ Liaise with the private sector and other stakeholders to identify opportunities and broker partnerships to help progress stalled schemes.
- ◆ Represent the service at meetings, deputise for the Team Leader New Build and Regeneration and prepare and present papers for Cabinet and Councillor briefings.
- ◆ Manage the Deputy Project manager working directly to this post and carry out My Time discussions and agree training and development opportunities and requirements.
- ◆ Ensure that complaints and enquiries in relation to our housing programmes are investigated in a timely and professional manner through effective service processes and procedures.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ A degree in a construction or housing or related professional discipline and extensive experience relevant to the job.
- ◆ Current membership of a relevant construction or housing profession, for example Royal Institution of Chartered Surveyors, Royal Institute of British Architects, Royal Town Planning Institute or Chartered Institute of Housing.
- ◆ Significant direct experience of housing policy and strategy, with a particular understanding of the housing market and development sector.
- ◆ An understanding of the town and country planning process, the role of s106 Agreements and an ability to influence that process.
- ◆ Experience of carrying out options appraisals and financial appraisals of developments and making suitable recommendations for action.
- ◆ The ability to manage budgets.
- ◆ Experience of leading and motivating staff.
- ◆ Experience of working with key stakeholders and maintaining positive working relationship with a range of internal and external partners, including the Homes and Communities Agency and Department of Communities and Local Government, in order to understand their priorities for housing, develop and influence policy development and identify funding opportunities.
- ◆ The ability to research, identify issues and develop solutions to complex problems.
- ◆ The ability to make decisions independently, including critical decisions and devise creative solutions using your own initiative.
- ◆ Excellent verbal and written communication skills including an ability to communicate simply complex technical issues and to present information in a range of formats to a wide range of stakeholders..
- ◆ The ability to identify and minimise reputational risks, and to manage community expectations and business continuity to ensure the safe delivery of all projects.
- ◆ The ability to identify, secure funding and monitor spend to deliver within budget.

## 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

The graphic features the 'Staff Deal' title in large, stylized letters with a handshake icon between 'Staff' and 'Deal'. The Wigan Council logo is in the top right. Below the title are two columns: 'Our part' (blue border) and 'Your part' (green border). Each column lists commitments and has a signature line at the bottom. The footer contains social media links for Wigan Council.

Our part	Your part
<ul style="list-style-type: none"><li>• Provide strong, honest and visible leadership</li><li>• Reward your commitment and hard work</li><li>• Care for your health and well being</li><li>• Listen to you and put your ideas into action</li><li>• Support you to give something back</li><li>• Offer opportunities to learn and grow</li><li>• Be one team, one council</li><li>• Believe in you</li></ul>	<ul style="list-style-type: none"><li>• Listen, be open, honest and friendly</li><li>• Be efficient , flexible and professional</li><li>• Care for your health and stay active</li><li>• Tell us how we can improve</li><li>• Give something back whenever you can</li><li>• Take opportunities to learn and grow</li><li>• Be one team, one council</li><li>• Believe in yourself and our borough</li></ul>

Signed Donna Hall CBE, Chief Executive

Signed .....

[f WiganCouncilOnline](#) [wigan council](#) [@wigan council](#) [wigan.gov.uk](#)