

Hertfordshire County Council Job Outline



JOB TITLE: Business & Development Project Manager
GRADE: M3
REPORTS TO: Business & Development Programme Manager
TEAM: Community Commissioning Adult Disability Team
DEPARTMENT: Adult Care Services

Purpose of the Job

The Community Commissioning Adult Disability Team develops, manages and supports a number of major programmes designed to deliver the right supported accommodation for people with care and support needs living in Hertfordshire.

Hertfordshire has adopted a 10-year supported accommodation strategy which aims to deliver a substantial amount of new supported accommodation, including a range of housing options for adults with learning disabilities, autism, physical disabilities and those currently residing out of county in hospital or other care settings. The core discipline of this work is housing development, refurbishment and delivery using project and programme management, with some experience in construction and/or housing management. The programme works across new build and existing services to optimise accommodation solutions, enable independence and keep communities together.

A new Hertfordshire wide supported housing governance structure is in place to ensure that Hertfordshire's partners and citizens are fully involved in scheme design and delivery.

The purpose of role is to ensure timely delivery of Hertfordshire's accommodation strategy through the effective design, financing, planning and delivery of housing schemes within Hertfordshire.

Main Areas of Responsibility

The post holder is expected to:

- Use best practice project management methodologies to ensure delivery of supported housing projects, including capital projects
- Work with project sponsors to define the scope, business justification, resources, required outcomes, success criteria and governance framework for each project

- Contribute to and take accountability for specific elements of complex capital housing projects, and work with Supported Living Commissioners and providers to deliver supported accommodation solutions
- Secure capital to support the programme from range of sources, including by researching and drafting bids for HCC capital and attracting investment from housing providers, social investment organisations and other private investment bodies
- Provide line management for project staff and enable effective management of benefits, resources, issues and risks across each project
- Ensure the projects deliver to agreed quality standards, timescales and budgets
- Ensure that best practices in the delivery of housing with care and support/care home operations inform scheme developments
- Build and manage effective relationships within the HCC and its strategic partners
- To contribute to HCC's work at District Supported Accommodation Boards, developing effective relationships within HCC and with other relevant organisations
- Lead and facilitate market/community engagement activity in support of project objectives, including co-production.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Education, Training & Qualifications

- Educated to degree level or equivalent experience within a housing development role, preferably within a social, council or supported housing organisation
- A project management qualification is desirable.

Experience & Knowledge

- Strong technical knowledge of project management methodologies within a housing/related capital project setting
- Experience of leading housing/building scheme design work and presenting results to a wide range of audiences
- Knowledge of local government and housing with care
- Experience of meeting management e.g. agenda planning, minutes
- Experience of managing conflict and change.

Skills & Abilities

- Excellent interpersonal skills: ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling at all levels of the organisation
- Team development: support team management and motivate colleagues to drive forward improvement in the team. Ability to monitor and motivate team colleagues
- Ability to manage complex and high-profile projects with minimal supervision
- Business focus: ability to operate in sensitive political environments
- Analytical skills: ability to interpret, summarise and draw conclusions from complex data, including data relating to housing or care home scheme viability and feasibility
- Personal impact and professional competence
- Presentation skills: ability to confidently and competently produce written reports and make in person presentations to senior managers, staff and to Members in politically sensitive situations
- Ability to plan, present to and facilitate large workshop sessions
- Equality and diversity; understands and takes account of the implications of equality legislation and equality standards for local government.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want

all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).