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| JOB ROLE PROFILE AND PERSON SPECIFICATION |

Post Title and Number: **Head of Capital Programme**

Grade **HOS1**  Dept: **Housing Property Services**

Service/Section/Team: **Enfield Council Housing**

Reports to (title): **Resident Safety and Investment Director**

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| Purpose of the Role: |

1. The Housing Property Services Major Works Team contributes to the strategic development of the Council’s housing stock portfolio and takes the lead on borough wide capital projects and programmes. The team is responsible for driving the ambitious major works programme by identifying and working up project opportunities that meet the Council’s vision and values and deliver the required outputs. Such schemes may extend to developed programme values of well over £150m.

2. The role of the Head of Capital Programme is to provide a comprehensive property contribution in leading the internal and external teams on developing Housing Capital Works projects, from feasibility study to commencement of construction. To include scoping and appraising potential schemes, development of feasibility studies/business cases through to procurement of delivery partners and private sector development partners, liaison with internal and external stakeholders and reporting to Project and Programme Boards, Members and senior management.

3. The Head of Capital Programme will be responsible for the overall direction and monitoring of each project within the programme ensuring that projects maintain their business focus and ensuring risk is managed. One of the most important roles of the Head of Capital Programme is the identification and monitoring of budgets, ensuring that each scheme and the programme provides and maintains value for money and can be funded within the constraints of either the Council’s HRA Business Plan or with other sources of funding

4. Jointly with the Programme Managers the post holder will ensure involvement of residents in the delivery process to help ensure resident engagement in projects.

5. The Head of Capital Programme will have a main responsibility to report to Capital Programme Board, Building Safety Board, Cabinet and other bodies on the progress of the Housing Capital Programme as appropriate

6. Contribute to stock investment planning, investment appraisals contract procurement and contract performance

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| Dimensions including Structure Chart: |

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

* Major Works to Housing stock through framework contracts – annual value approximately £50M
* RTB Receipts expenditure
* Grant funding on specific schemes (e.g. energy grants)
* Staff budget circa £1.5M

1. Structure Chart: See attached (Separate sheet).
2. Number of direct reports:

The Housing Property Services Manager, Programme Delivery is responsible for 6 direct reports:

* 3 Programme Managers

Special Projects and Defects Manager

* Commercial and Procurement Manager
* Capital Programme Coordinator

Responsible for the management and personal development of apprentices and trainees allocated to their teams.

1. Nature of reporting relationship between post holder and line manager

* Monitor performance and budget profiles of all aspects of the Major Works Projects
* Ensure the contractual and delivery arrangement with external contractors and internal teams are effectively managed.
* To assist the Resident Safety and Investment Director in delivering the Major Works Service

1. Any other relevant statistics

* Attend Council and Briefing meetings when required, to provide information to elected members/members of the public/other organisations

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| Key Accountabilities: |

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| **Accountabilities** | **Percentage of Time (%)** |
| 1. **Strategic Management**  * To support the delivery of the Council’s vision, values and strategic objectives by developing a strategic framework for the Housing Capital works programme * To oversee production of the programme of work for borough-wide and priority regeneration areas and their associated funding strategies both corporately and through partnership/external funding routes. * To be accountable and take the lead on managing corporate borough wide Housing Capital Works programme of circa £50m pa, taking ownership of the projects within the programme to ensure that the project represents best value for the council and the residents of the borough and that it is delivered on time and within budget. * To be responsible for delivering a project brief, lead on procurement of consultants, have an overview of council policy and corporate plans negotiate development agreements, and implement project within timetable. * Work with members, officers, stakeholders and potential partners to ensure compliance with council policy, vision and values in achieving development objectives. * Monitor and contribute to housing and planning policy in relation to housing supply and need and apply findings to the delivery of new housing for the Council. Provide support to the Resident Safety and Investment Director in the strategic planning, management and implementation of Major Works Programmes ensuring that the services provided are of the highest quality. Provide direction and leadership to Major Works team, including performance management and budgetary control | 30% |
| 1. **Finance**  * To be responsible for budgetary control and ensuring projects are fully funded and delivered within programme and budget; reporting risks and ensuring corrective action is implemented. * To be accountable for the management and monitoring of the Housing Capital Programme Budgets and programmes circa £50M pa. * To lead on attracting and spending external funding opportunities that may be available for social housing. | 20% |
| **3. Professional and Technical Management**   * Management of a multi-disciplinary professional and technical staff team, requiring skills in housing development, surveying, community engagement, planning programme and project management. * To be responsible for risk assessments in relation to project development, and ensuring mitigation measures are implemented. * Be accountable for the procurement of specialist resources in relation to Housing Capital works delivery and ensure compliance with corporate procurement procedures.   Ensure implementation of the Council’s policies and contribute towards developing those policies. | 10% |
| 1. **Staff Management**  * To deputise for the Resident Safety and Investment Director as required. * To be accountable for a team of 16 substantive staff, and additional fixed term posts, consultancy posts, and other one-off staffing resources. * To directly manage a team of Programme Managers, responsible for design and delivery of major capital works projects * To conduct staff appraisals, develop training & personal development plans in relation to their roles and responsibilities and ensure appropriate standards of behaviour in line with corporate guidelines. * To promote continued professional development for professionally qualified staff. * To ensure that the work carried out on the schemes for which the post holder is responsible is in accordance with required Council standards and standing orders, legal requirements and national and local objectives and that effective monitoring and auditing processes are in place. | 10% |
| **5. Promotion, Communications and Stakeholder Engagement**   * Be accountable for developing and maintaining effective partnerships with key stakeholders that will enable effective delivery of the Housing Capital Works Programme. * To be accountable for ensuring strong and practical relationships are developed with resident associations, and other local stakeholders to Housing Capital Works schemes properly reflect local housing needs, equalities and aspirations. * To be responsible for promoting and presenting housing capital works delivery, including responsibility for presenting to a wide variety of Council meetings/ Boards e.g. Housing Board and briefing Members. Directors/Chief Executive as required. * To be responsible for ensuring networks to support the work of the Service are in place with local, regional and national partners. * To provide regular reporting on a strategic level to relevant Boards, Cabinet and other relevant bodies, including Member briefings * Develop and sustain positive partnerships with stakeholders from all sectors including Registered Providers, the GLA, Developers, North London Sub Region and other government agencies to ensure effective working practices and achievement of objectives | 10% |

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| **Key Relationships (Internal and External):** |

* The Leader and Deputy Leader of the Council, Cabinet members, chairs of Scrutiny Panels and individual council members from all political groups
* The Chief Executive, Directors and other Heads of Service and other officers as appropriate
* Enfield’s MPs, GLA, CLG, London Councils, sub regional housing group and other local authorities
* Representatives of public, private and voluntary sectors agencies with whom the Council may work in partnership
* External partners including Registered Providers, developers, architects’ urban designers, cost consultants.
* Residents, tenants and leaseholders
* Independent Tenant and Leaseholder Association, Resident Associations

1. Attend meetings (including out of hours meetings) with residents, community groups, Members and other Stakeholders as required.
2. Consult with the relevant Head of Legal Services and other staff within legal services on major financial/contractual matters

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| Equality and Diversity: |

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

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| Health and Safety: |

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health& Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

#### Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;

2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’ incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

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| Information Security: |

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

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| Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice: |

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

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| PERSON SPECIFICATION |

**Job Title: Housing Property Services Manager, Programme Delivery**  **Grade: TBE**

**Department:** Enfield Council Housing **Team: Housing Property Services**

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| **KNOWLEDGE, SKILLS & ABILITIES** (You are not restricted to 2 criteria for each category) | **HOW TESTED**  Application – A  Test – T  Interview – I |
| **Job Specifics – Skills, Experience** (In this section you should list between 4 and a maximum of 8 essential recruitment and selection criteria and 2 desirable criteria). The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants. **Essential:**   1. A relevant minimum professional qualification e.g. Degree HNC or HND in Building or equivalent through training and experience 2. Experience of individual leadership and responsibility for the achievement of results and performance of the service 3. A track record at management level of achieving customer centred outcomes, in an organisation dealing with large scale property investment. Relentlessly deliver value and Persistently seek out upper quartile performance, satisfaction and quality 4. Experience of Construction Project Management and leading teams and acting in partnership with others as an enabler and advocate, and of successfully working with elected and/or Board Members. 5. Experience of managing and controlling large capital programmes, and delivering successful outcomes from procurement and contract administration processes.     .  **DESIRABLE CRITERIA**   1. Record of successful management in a developing organisation with high aspirations.Exhibit a commercial and entrepreneurial approach to cost, income and risk 2. Experience of managing change in a complex organisation. Recognise and actively contribute to the stewardship of the culture of the organisation | **A**  **A/I**  **A/I**  **A/I**  **A**  **A** |
| **Behaviours**  Appropriate behaviours are key to the delivery of our vision for Enfield.  We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;  **Takes Responsibility**  We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.  **Is Open, Honest and Respectful**  We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.  **Actively Listening and Learning**  We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer’s point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.  **Working Together to find solutions**  We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.  **Candidates: Please ensure you address these behaviours in your responses to the essential and desirable (if applicable) criteria above.** |  |
| **Competencies\*:**   1. Providing Leadership & Customer Focus 2. Communicate and Influence 3. Adaptability 4. Supporting People 5. Solving Problems |  |
| **Knowledge\***   1. Up to date knowledge and understanding of relevant legislation, regulatory framework and financial outlook, particularly in relation to Local Government. 2. Clear understanding of contract management, compliance and management 3. Familiarity with supporting ICT systems associated with the effective management of Capital Programmes | **A/I**  **A/I**  **A** |
| **Qualification(s)\***   1. A relevant minimum professional qualification e.g. Degree, HNC or HND in Building or equivalent through training and experience | **A** |
| **Other Special Requirements\***   1. The post holder will be required to attend evening, and occasional weekend meetings and events 2. Current UK Driving License | **A** |