

Homes & Neighbourhoods - Project Manager Grade 13

Job Focus

To be read in conjunction with the Project Manager Job Profile which provides the full range of responsibilities across the function.

Kirklees Neighbourhood Housing transferred back into the council in early 2021 and was given a new name - Homes and Neighbourhoods. Since then, we launched an ambitious Homes and Neighbourhood Vision, underpinned by Service Excellence Principles, putting the safety and happiness of our residents at its core.

To support the vision, we have joined forces with our Corporate Transformation Team to develop, and deliver, the Homes and Neighbourhoods Transformation Programme, focusing on:

- Process improvement
- Strengthening compliance and assurance
- Enhancing data & intelligence
- Integrating technology, and,
- Culture change

The Project Manager will play a key role in delivering our transformation and improvement ambitions which includes contributing to initial activities to determine the overall programme scope and shape the projects within it. As Project Manager within the Homes and Neighbourhoods Programme, you will be responsible for managing large change projects across the service whilst ensuring they are aligned with other strategic outcomes across the Council. There is a requirement to work closely with enablers from across the organisation to ensure that change projects are successful and sustainable. The role will be directly line managed by the Homes and Neighbourhoods Service Development Manager but will also report to / work alongside the Transformation Programme Manager.

As our Project Manager, you will continue to have opportunities to shape our ambitions and get involved across all levels – from tenant engagement through to working closely with our front-line delivery teams. We firmly believe every change we make should have a positive impact on our residents and our staff

You may also be asked to work on any other projects across the whole of the Homes and Neighbourhoods Programme, and we support all our staff to get involved in areas where they may wish to develop - or feel passionate about.

The Project Manager role within Homes and Neighbourhoods will have a key role in supporting the day-to-day management of projects and have the technical knowledge, behaviours, and experience to enable change. We are looking for people who live all the Council's behaviours and

continually strive for excellence. If successful, you will join an ambitious, creative, and highly collaborative team which aims to exemplify the We are Kirklees' way of doing things.

This role is based within [Growth and Regeneration](#).

Role Description

Working as part of a multi-disciplinary team, alongside other council services, you will report to the Service Development Manager, supporting the delivery of our Homes and Neighbourhoods Programme and contributing to achieving our shared outcomes.

You will be responsible for day-to-day management of one or more projects of work, ensuring that all services in scope are involved. You will plan and design projects proactively - monitoring progress, resolving issues, and initiating corrective action as appropriate. You will also set up, manage, and facilitate working groups, project teams and/or project boards as required for your transformation projects.

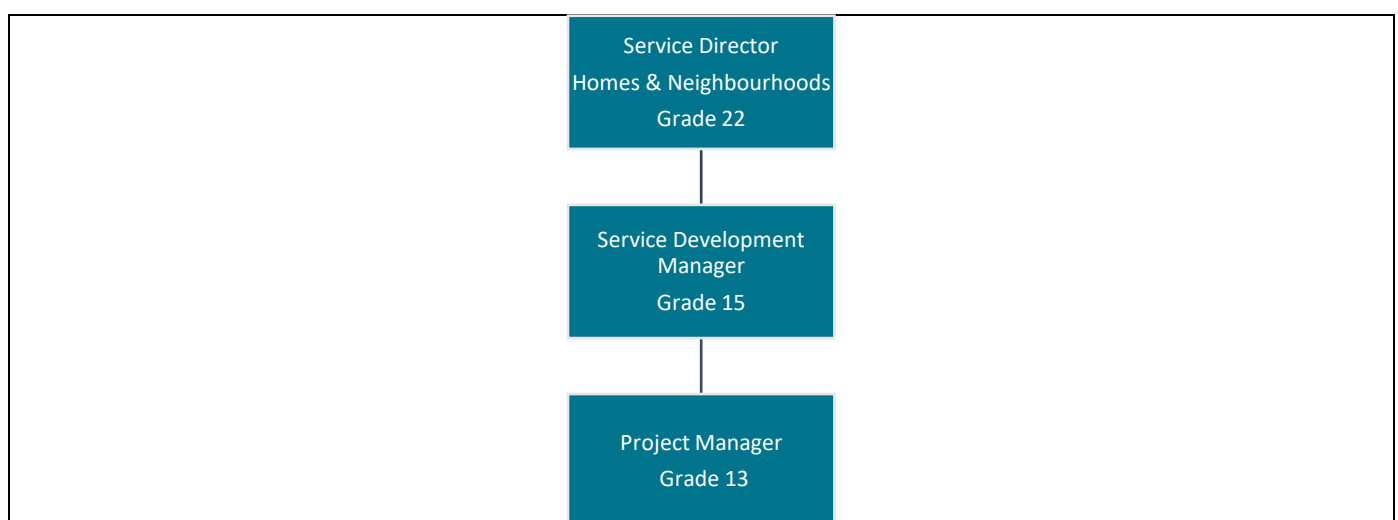
You will identify and effectively manage stakeholder relationships, and work collaboratively with internal enablers, elected members, external partners, and citizens.

Using agreed tools and templates, you will provide clear, concise reports to the Programme Manager, Service Development Manager, Service Director, and relevant governance groups. At the same time, you will be required to identify and appropriately escalate any risks and issues that may impact on successful implementation.

You may also be required to undertake research and analysis, including research into best practice from other local authorities, the wider public sector and private sector. You may also support the development of cost models and business cases as required to support investment decisions.

You may have line management responsibility, for any assigned project support arrangements, such as a Project Officer (or similar).

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of supporting the implementation or transformation or change in the council or another organisation	Essential
Understanding of good practice in project or programme management and practical experience of implementing it (a relevant qualification or training is beneficial, but not essential).	Essential
Has a pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver targets and outcomes.	Essential
Ability to identify problems and resolve issues through effective influencing and negotiation	Essential
Has excellent communication skills (written and verbal) and is able to communicate with stakeholders internally and externally	Essential
Ability to compile succinct dashboards and clear and concise reports, identifying key successes and issues for resolution.	Essential
Ability to analyse and synthesise large amounts of information, develop cost models and business cases	Essential
Understands the leadership of change in a political environment.	Essential
Understands the opportunities and challenges facing local government and the wider public sector	Essential
Ability to handle uncertainty and work independently, from their own initiative	Essential
Highly organised and entirely reliable	Essential

For Office Use Only:

Job Category	Project Management	Grading ID	64730 (matched to 64360)
Job ID	80100905	Last Updated	June 2020
Job Focus	Yes	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	J Drake		