

Project Officer – Housing Growth - Grade 12

Role Description

To be read in conjunction with the Project Officer – Grade 12 Job Profile

Kirklees has an ambitious housing development programme to deliver sustainable and mixed communities across the district. The Housing Growth Team are responsible for delivering the district's ambitious Housing Growth plan on its own sites, alongside privately owned sites by working with key partners, services, developers, and funders to unlock sites and build a mix of new homes including affordable, specialist and market housing, and promoting low carbon technologies and modern methods of construction.

Housing Growth Officers contribute to, and lead projects and programmes of work related to housing growth. The purpose of the team is to increase the supply of housing in Kirklees across all tenures and sectors. The projects the team work on is varied, and there are opportunities to work on strategic urban extensions, specialist housing, and the repurposing of landmark and historic buildings contributing to town centre regeneration, amongst many other things.

Housing Growth Officers lead or support the management of multi-disciplinary project teams to deliver these projects. Typically, this role involves working with a number of Council departments, with elected members and with external partners to deal with all facets of the housing development process. Our work is focussed on the process of preparing for and facilitating development e.g., feasibility, planning applications, funding, procurement, and contracts, rather than on construction project management.

The driving force behind the products and projects delivered in the team is the overriding sense of satisfaction which comes from knowing that the work undertaken makes a tangible difference to our residents and businesses.

Having a positive approach and a desire to develop and learn is essential, alongside sound project management, collaboration, and leadership skills.

Knowledge of procurement and commissioning, housing development and growth are important in this role.

Key areas of responsibility

- To provide support, advice, and project management delivery for a range of Housing Growth projects.
- To manage and monitor delivery of complex projects ensuring that projects remain within agreed budgets and timescales.
- To maintain and manage key relationships with stakeholders, partners, and colleagues.

- To monitor and report on progress of projects being delivered.
- To ensure procurement and contract management is in line with Council procedures.
- To ensure that where required appropriate consultation is undertaken.
- To have and maintain up-to-date technical knowledge of Government housing policy and funding streams to ensure all opportunities for housing growth and development within Kirklees are maximised - assisting where appropriate in the development of business cases and funding applications.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Recognised technical expertise and experience in Housing or Regeneration, including relevant legislation.	Essential
Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.	Essential
Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership	Essential
Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.	Essential
Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.	Essential
Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation.	Essential
Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.	Essential
Knowledge and understanding of procurement processes	Essential



Knowledge, qualifications, skills, and experience	Shortlisting criteria
Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives.	Desirable
Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.	Desirable
High level of IT, literacy, and numeracy skills.	Essential

For Office Use Only:

Job Category	Growth and Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	May 2022
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
HR Rep	A Hanson		