**Manchester City Council**

**Role Profile**

**Project Manager Level 2, Grade 9**

**Strategic Housing Service, Growth and Development Directorate**

**Reports to: Housing Strategy Manager**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

This role will develop and deliver projects and initiatives to meet identified objectives and ensure that change is managed effectively by developing solutions and strategies to deal with complex problems.

The role holder will effectively manage and successfully deliver projects in partnership with strategic managers, commissioners and providers in response to key challenges and priorities.

The role holder will take direct responsibility for the successful delivery of all elements, ensuring deadlines and objectives are met to specified levels of time, budget and quality.

**Key Role Accountabilities:**

Define scope of projects and initiatives, including producing project initiation documents as appropriate, ensuring deadlines are understood and adhered to and that objectives are clearly articulated and understood.

Manage the successful delivery of projects and initiatives on time, to budget and of the right quality, ensuring that key benefits are realised, using the City Council’s standard project management methodology where appropriate.

Develop and maintain effective relationships with senior officers and produce high quality, timely reports and briefings, pulling together complex information from numerous sources.

Develop and facilitate effective relevant forums and networks involving all stakeholders, ensuring clear and effective channels of communication.

Identify opportunities for taking forward action on defined strategic priorities and drive the implementation of co-produced, innovative local strategies and plans.

Maintain control of the programme of work, responding effectively to changing circumstances and managing an effective and appropriate change control process.

Proactively engage, build links with and co-ordinate a wide range of collaborative, trusting, effective partnerships.

Successfully manage risk through effective analysis, mitigation and contingency planning. Develop and manage appropriate risk and issues logs, monitoring, updating and reporting progress against these.

Manage all project documentation (in a manner consistent with the Manchester Method where appropriate) including management of effective record keeping and version control of project documentation.

Ensure that individual and multiple projects are effectively resourced and that all key stakeholders are identified and roles and responsibilities agreed and communicated effectively.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Strategic Housing Service:

The service is responsible for supporting the development and implementation of the Housing Strategy across the city, guiding the overall supply of new homes in terms of projected numbers and preferred tenure, particularly affordable, supported and specialist housing. We are also increasingly involved in developing and managing demand for the private rented sector as this is a particular growth area.

The service also manages a range of housing related contracts, in particular 3 housing PFIs and up until recently Northwards Housing, our Arms-Length Management Organisation (ALMO), which has now been brought back in-house.

We also manage a modest residential loan portfolio and a significant housing capital programme of over £30 million/per annum, including funding for disabled adaptations across the city.

Through the Manchester Housing Providers Partnership we commission and support registered housing providers to deliver new affordable homes and engage with colleagues across the organisation to help support neighbourhood management across the city.

With the advent of the devolved health and social care budget, Strategic Housing is increasingly involved in developing better use of existing housing and developing new innovative housing solutions to join up health and social care services with housing.

The Housing Strategy Team:

The Housing Strategy Team was established to oversee the delivery of the Housing Strategy the key overarching plan for the increase in the delivery of new homes - 36,000 in the period to 2032 including 10,000 affordable homes.

The team is closely involved in monitoring progress and developing complimentary plans such as the development and delivery of the Private Rented Sector (PRS) Strategy and an expanded programme of Selective Licencing working with colleagues in the Neighbourhoods Service.

They are also responsible for developing a new strategy for the delivery of Purpose Built Student Accommodation (PBSA) including developing a robust and persuasive evidence base to support Manchester's student strategy,

Finally, the team is involved in various affordable housing delivery programmes, designed to address viability and house vulnerable residents in safe and secure housing across the city.

The Project Manager Role:

The postholder will work as part of a team providing regular progress updates (including an annual report to Scrutiny Committee) on the delivery of the new Housing Strategy.

The team is also working to develop the Council’s Private Rented Sector Strategy including our approach to the mainstream lettings market, short term lets, student housing, affordability and regulation – working to the PRS Board.

In terms of regulation, the team is overseeing the roll out of the city-wide PRS Strategy including comprehensive public consultations (working with partners) and conducting evidence-based evaluations of existing schemes.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Project Management:** Proven ability in developing a project schedule that clearly defines the project timeline required to achieve the required outcomes. Skills to identify and monitor complex interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements
* **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Communication Skills:** Able to effectively transfer key and complex information, adapting the style of communication as necessary and ensuring that information is understood.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.
* **Policy Skills:** Ability to research innovative approaches and develops creative responses to policy challenges
* **People Management:** Ability to secure and direct resources to fulfil work requirements over a wide service area, motivating, guiding and coaching others towards accomplishment of objectives/tasks.

**Technical Requirements (Role Specific)**

* Proven experience of successfully managing and delivering a range of projects and support packages within a structured project management structure such as PRINCE 2 or equivalent.