Job description

Job title: **Senior Project Officer (Community Led Housing)**

Grade: 8 **Post number:**

Directorate: Housing and land

Unit: **Housing**

Job Purpose

1. To provide programme support and project management in the delivery of housing and land projects, leading on the preparation and delivery of project monitoring information and ensuring excellent project management across all projects to ensure successful planning and delivery of housing and land interventions across London.

2. To assist with generating and evaluating bids for supported and specialist housing, in particular community led housing.

Principal Accountabilities

1. Deliver programme support and project management for specialist and supported housing programmes, particularly the Community-Led Housing Programme.

2. Deliver the production, maintenance and distribution of project documentation such as risk logs, issue logs, action lists, requirements logs, project plans, programme prospectus and application forms, team plans and work packages (detailing various project team member tasks), as directed.

3. Deliver housing and land projects ensuring information and monitoring requirements are met.

4. Liaise with applicants, delivery and funding partners, the London Community Led Housing Hub, boroughs and other organisations to help maintain excellent working relationships. Monitor delivery partners and track project activities and milestones against targets, take ownership and management of project issues; take follow-up or remedial actions if required. Produce project and programme communication and reports in order to track and report on project progress and tackle poor delivery if it occurs.

5. Support programme monitoring on housing and land projects including financial information, such as monitoring spend against budget, and evaluation methodology.

6. Monitor and, on occasion, manage the procurement of consultants and the preparation of contract specifications and grant-award documentation to delivery partners.

7. Develop and manage implementation of guidelines and standardised approaches to support and maintain good project and programme management practice across the programme.

8. Develop successful networks within the organisation and with external partners to ensure successful delivery across all projects.

9. Manage resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.

10. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities

Dimensions:

Accountable to: Programme Manager (Specialist Housing)

Accountable for: Resources allocated to the post.

Principal contacts: Senior Managers and staff within the Authority and relevant London borough(s) and senior officers in other public and private sector organisations.

Person specification

1. Technical requirements/qualifications/experience

1. Experience of delivering large projects in complex organisations.

2. Strong understanding of housing delivery issues in London and the structure and political context of London government.

3. Evidence of using strategic analytical skills to support project delivery, including using performance management frameworks to implement and monitor successful delivery.

4. Well developed IT skills and experience of using financial or project management systems and processes.

2. Behavioural competencies

Building and Managing Relationships
…is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 2 Indicators of Effective Performance

- Identifies opportunities for joint working to minimise duplication and deliver shared goals
- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected

Communicating & Influencing
…is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

Level 2 Indicators of Effective Performance

- Presents a credible and positive image both internally and externally
- Challenges the views of others in an open and constructive way
- Communicates openly and inclusively with internal and external stakeholders
- Clearly articulates the key points of an argument, both in verbal and written communication
- Persuades others, using evidence-based knowledge, modifying approach to deliver message effectively

Planning & Organising
… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 Indicators of Effective Performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

Problem Solving

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 Indicators of Effective Performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems
- Seeks the opinions and experiences of others to understand different approaches to problem solving

Organisational Awareness

… is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 2 Indicators of Effective Performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
- Follows the GLA's position in the media and understands how it impacts on work

Responding to Pressure and Change

… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift.

Level 2 Indicators of Effective Performance

- Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure
- Anticipates and adapts flexibly to changing requirements
- Uses challenges as an opportunity to learn and improve
- Participates fully and encourages others to engage in change initiatives
- Manages team's well-being, supporting them to cope with pressure and change

Reasonable adjustment
Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.