

Project Manager

Fixed term for 3 years

Salary: Grade 7 (scp 26 – 32) - £30,984 to £36,371
Hours: 37 hours per week
Job Reference: RG1005

Rossendale Borough Council is looking to appoint a Project Manager to manage its Empty Homes function, coordinating all aspects of the housing, property refurbishment, legal and financial related elements of Empty Homes for the borough.

The successful candidate will be educated to degree level 6 and / or have significant experience in the sector. They will have experience of effectively managing property refurbishment projects to a high standard, working closely with internal and external stakeholders, minimising costs and void losses, and possessing an up-to-date knowledge of housing legislation, regulation, policy and practice.

The role is office based but consideration will be given to flexible working arrangements in accordance with the Council's Flexible Working Policy.

Apply online at www.rossendale.gov.uk or email your name and address, quoting reference number RG1005 to recruitment@rossendalebc.gov.uk Alternatively, telephone People and Policy on 01706 252449.

Closing date: Monday 14th November 2022 at 10am
Interview date: Week commencing 21st November 2022

The Council's vision is:

"To have a thriving economy, built around our changing town centres; creating a quality environment for all and improving the life chances of all those living and working in our borough."



Job Description

Reports to:	To be confirmed
Responsible for:	Project Support Officer
Total staff managed:	One
Working environment:	Office based (The Council has a flexible working policy)

Purpose of role

Act as the project manager responsible and accountable for the contract management and successful management of the council's Empty Homes project until its conclusion in 2024/25.

Corporate responsibilities

To support the Council to achieve its Corporate Strategy vision that Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

Operational responsibilities

- Lead the delivery of the Empty Homes project, underpinned by effective collaborative working with other council service areas
- Contract manage the council's management agreement with property managing agents
- Responsible for financial control of the project including ensuring value for money is obtained for any repair/improvement works to properties
- Manage the project support officer to ensure effective management of the project

Person Specification

Experience / Knowledge

- Experience of effectively managing projects
- Possessing an up-to-date knowledge of housing legislation, regulation and practice
- Knowledge of contract management
- Knowledge of building maintenance and/or working with contractors
- Ability to manage, develop and motivate staff
- Experience of working with partner organisations, in a way that builds trust and delivers positive outcomes

Qualifications

- Educated to degree level 6 or equivalent qualification (or at least 3 years housing related experience)
- Project management qualification would be desirable

Competencies / Skills

- Excellent written and verbal communication skills, including reports, record keeping and formal correspondence.
- Excellent analytical skills to interrogate systems and make reasoned arguments based on data
- Excellent planning and organisational skills
- Excellent IT skills with a good working knowledge of Microsoft Office

Values and Behaviours

- Ability and willingness to demonstrate the council's values and behaviours

Personal Qualities and Attributes

- Ability to take accountability for managing a project
- Ability to use own initiative and organise and manage own workload to meet priorities with minimal supervision
- Ability to demonstrate working in line with the council's values – passion, people and pride
- Ability to work under pressure to tight deadlines in an environment of conflicting priorities
- Ability to work collaboratively with senior officers, Elected Members, managers, staff, colleagues and partners

Personal Circumstances

- The job may involve occasional evening working and visiting properties