

**When potential  
is unlocked,  
talent *thrives***



West  
Northamptonshire  
Council

Job description and person specification

## **Housing Delivery Project Coordinator**

**Major Projects, Regeneration, and Housing Delivery**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

The Major Projects, Regeneration and Housing Delivery Service sits within the Place Directorate. The service area is responsible for the delivery of the West Northamptonshire Council Regeneration vision and delivery of Housing schemes across the local authority area. This includes the development and articulation of the vision and ambition for the Council when it comes to how our places are used, accessed and viewed.

The Housing Delivery Project Coordinator will support the delivery of a range of housing delivery and projects, at all stages from concept to completion.

## **Accountable to:**

This role is accountable to the Principal Regeneration Officer (Housing Delivery). The role sits within Major Projects and Regeneration Team, part of the Place Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To manage individual projects of a commensurate level of scale and complexity suitable to the position as the client side/employers project manager as allocated by the service area.
2. Undertake project tasks such as options appraisals, risk assessments, review of technical and survey information assisting project managers to successfully deliver regeneration and capital projects.
3. Establish and maintain consistent, fit for purpose processes and working practices for key project processes such as status reporting, planning, risk/issue management and change control. Embed and operate comprehensive and effective performance reporting processes in line with housing delivery project management and policies in order to deliver the successful implementation of housing delivery in line with the Housing Delivery Strategy.
4. Contribute to the work of the wider Major Projects and Regeneration team, providing project management support for business case development, planning and the delivery of housing projects.
5. Act as secretariat for Housing Programme and Project Boards, these are internal and external facing with key stakeholders, providing professional advice and guidance in the appropriate use of the Council's Project Management Framework.
6. Provide support to the Major Projects, Regeneration and Housing Delivery team in organising public consultation and engagement events, presenting reports, manage the monthly programme review meetings and also manage the monitoring and evaluation of the projects.
7. Assist the Major Projects and Regeneration team with the activities such as the procurement of services relating to site surveys and technical information required, contract management, development of risk registers and financial management of budgets for projects.
8. Assist with compiling all information required by internal and external teams throughout the project lifecycle and ensuring it is filed appropriately.
9. Assist in the preparation of funding bids with Homes England and maintaining filing in readiness for Homes England audits where grant is awarded.

10. Be the initial point of contact from both internal and external stakeholders on defect management to advise on the most appropriate course of action. Deferring to the relevant Principal Regeneration Officer or Regeneration Officer as appropriate.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Experience of working in a project coordinator/support role where accuracy and attention to detail are important.	Essential	A, I,
Ability to demonstrate highly developed oral, written and presentation skills with different audiences.	Essential	I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I
Experience of working for an affordable housing provider	Desirable	A, I

Knowledge:	Essential / Desirable	Measured by
An understanding of the wider context of housing delivery and the challenges faced in delivering areas Affordable Housing schemes.	Desirable	A, I
Awareness of the national and local government agenda and processes, current issues and challenges within affordable housing.	Essential	A, I
Understanding of budget management and good practice with regard to financial processes and planning for affordable housing delivery.	Essential	I

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience of using current project methodology, developing and implementing good project support processes and operational experience of working in complex programme, project and change environments.	Essential	A, I
Experience of supporting housing/regeneration project management.	Desirable	A, I
Experience of working with different audiences including senior managers and external stakeholders to deliver successful outcomes.	Essential	A, I
Experience of analysing and solving complex process and systems problems and supporting others to develop this skill.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Experience of working in a project coordinator/support role where you have had to work to specific objectives and deadlines.	Essential	A
Project Management qualification	Desirable	A
5 GCSE's including Maths and English	Essential	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	Full Time	<b>Primary work base:</b>	Remotely/One Angel Square
<b>Job family band:</b>	Grade 5	<b>Worker type:</b>	Flexible
<b>Salary range:</b>	£31,324 to £33,017	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as flexible worker type, this means you will carry out the majority of your work from home and come in to the office and attend site visits at least once a week.

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"**

# When potential is unlocked, talent thrives

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.