

Job Description and Person Specification

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Assistant Manager Infrastructure Grants Project Management

Department	Investment
Reports To	Senior Manager, Infrastructure Grants Project Management
Grade	Analyst
Location	Multiple Bristol, Northstowe & Coventry
JD Reference	D2020N
Post Reference	D2020N
Direct Reports	0
Budget Managed	Potential to manage capital project budgets, sub-£15m depending on project. Multiple projects per staff member (c.8-14 each).

Job purpose

This role is to support the management of the projects funded by Homes England’s Infrastructure Grant funds (including the Housing Infrastructure Fund, Local Authority Accelerated Construction, and Small Sites Fund) under agreed Assurance Frameworks and Grant Determination Agreements (GDAs).

The role will form a key part of the new Infrastructure Grants unit, which is part of the wider Investments Directorate. It will involve supporting the management and monitoring of infrastructure GDAs and working with key partners, predominantly Local Authorities, other public bodies and their (private sector) partners. This will also include working with dedicated Homes England staff based in offices around the country

Key relationships

Develop, manage and maintain effective internal working relationships with national teams working on Infrastructure Funding projects, including those staff leading project delivery (due diligence/contracting) and Programme Management Office (PMO), and externally with panel consultants, senior decision-makers at Local Authorities and their private sector partners, the IPA and Other Government Departments (OGD’s) as required. The post holder must also develop and maintain good working relationships with:

- Staff across all Homes England delivery functions; and
- Staff in corporate teams.

Key accountabilities and responsibilities

1. Supporting the team in providing assurance that the Infrastructure Grants projects are performing in line with expectations under agreed Assurance Frameworks and Grant Determination Agreements (GDAs).
2. Working with Managers in assessing and processing grant claims, ensuring that grant funding is paid to Local Authorities in accordance with the GDAs, liaising with Finance, Legal and delivery colleagues to ensure timely payment processes and procedures.
3. Monitoring the delivery of smaller infrastructure projects to time, cost, and quality criteria set out in the GDA, providing assurance that the infrastructure delivery is progressing in line with agreed Milestones and monitoring the delivery of housing outputs.
4. Reviewing Local Authority monitoring returns, supporting the Managers in analysing project information such as appraisals and cashflows, and applying a consistent approach to project management and project reporting (using various systems) across the programmes.

5. Effective stakeholder management of internal and external parties, answering ad hoc queries, and working with other Homes England teams that have an interest in the projects and funds.
6. Contribute to the ongoing review of Infrastructure Grant guidance, systems and processes and contribute to continuous improvement efforts.
7. To maintain, analyse and interpret data in relation to the Infrastructure Grants funds, including that relating to grant recipients, to identify key trends and issues.
8. Managing project capital expenditure to agreed budgets.

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key skills and knowledge

1. Qualifications

- Essential - Relevant higher education or professional qualification.

2. Knowledge, Skills and Experience - Essential:

- Experience of business administration.
- Proficiency in the use of appropriate IT systems
- Ability to work to tight deadlines.
- Excellent communication and stakeholder management skills.

3. Knowledge, Skills and Experience - Desirable:

Knowledge of:

- UK Housing market.
- Grant-based public sector programmes, including state aid.
- Experience of public sector property and/or infrastructure projects.
- Experience of contract management, including managing capital expenditure.
- Experience of analysing project cashflows and appraisals.

Key competencies

1. Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise.
2. Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.
3. Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and Homes England influence.

Key performance measures

1. Carrying out Homes England's obligations under the Grant Determination Agreement, including verifying small value grant claims and recommending approval to line management, recommending the release of restrictions on title and supporting the assessment of clawback and further housing plans (relating to recycling grant into further housing projects) in line with contractual terms.
2. Managing project capital expenditure to agreed budgets, and supporting the Managers and Senior Managers in managing team workload.
3. Professional project management of allocated schemes, including carrying out site visits, attending project meetings, carrying out performance reviews in accordance with agreed frequency and a focus on small/low risk schemes.

4. Raising concerns regarding project delivery, flagging performance risks as early as possible in accordance with agreed processes, and making recommendations regarding mitigating actions to maximise the delivery of housing outputs.
5. Commitment to professional development, learning both in-role and through additional studies, and supporting the team.

Values and key behaviours

1. Commercial - Utilising the best industry led practice to ensure a robust and dynamic approach bridging the demands of the public sector with the practice of the private sector.
2. Collaborative - Identifying our partners’ priorities and pressures, and adapting our offer and support to achieve positive outcomes
3. Creative - Being intellectually curious; maintaining a valuable network of contacts, gathering information and testing ideas

Homes England values

Role model and live our values and behaviours in everything you do and celebrate successes through others

Core Values	Key Behaviours
Ambitious	We always strive for more and believe in better.
Collaborative	We work together to get things done.
Commercial	We are professionals who achieve value for money.
Creative	We’re always thinking up new ideas and disrupting the status quo.
Diverse	We value everybody as an individual, and in their thoughts and ideas.
Learning	We can always do better, share what we know, and admit our mistakes.