



Homes
England

Senior Manager - Infrastructure Grants Project Management

Directorate	Investment
Team	Infrastructure Grants
Reports to	Head of Infrastructure Grants Project Management
Direct Reports	Up to 3

Job purpose

This role is to manage the projects funded by Homes England's Infrastructure Grant funds under agreed Assurance Frameworks and Grant Determination Agreements (GDAs).

The role will form a key part of the new Infrastructure Grants team, which is part of the wider Investments Directorate. It will involve managing and monitoring 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

- Providing assurance that the Infrastructure Grants projects are performing in line with expectations under agreed Assurance Frameworks and Grant Determination Agreements (GDAs).
- Verifying and approving high value 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.
- Monitoring the delivery of high value public 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.

- Delivering effective oversight of project performance, attending project meetings with Local Authorities, carrying out site visits, approving releases of restrictions on title and further housing plans (re: recycling of grant into further housing projects), leading on project performance reviews for allocated projects, with a focus on larger/more complex schemes.
- Providing an objective and independent review and challenge of Local Authority monitoring returns, analysing project appraisals and cashflows, carrying out clawback assessments, and ensuring a consistent approach to project management and project reporting (using various systems) across the programmes.
- Effective stakeholder management of internal and external parties (including senior decision-makers) and effective management of potentially conflicting priorities. Working with other Homes England teams that have an interest in the project to ensure that Homes England take a consistent approach to working with Local Authorities.
- Raising potential concerns regarding project delivery, working with colleagues to flag performance risks as early as possible, and making recommendations (including to MHCLG under agreed commissions) regarding mitigating actions where projects are not performing as anticipated to maximise the delivery of housing outputs.
- Supporting the contracting process (leading where necessary), and ensuring due consideration is given to post-contractual arrangements, including monitoring and timely payment of grant claims, prior to entering into GDAs.
- Managing project capital expenditure to agreed budgets.
- Line managing, mentoring and coaching staff.

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, knowledge and experience

Essential Experience :

- Experience of project management, assurance and monitoring in a property environment.
- Experience of risk management & business administration.
- Ability to work to tight deadlines.
- Excellent communication and stakeholder management skills.

Desirable / specialist 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.

Essential qualifications: Degree level qualification or equivalent

- Degree level qualification or equivalent experience.
- Relevant Professional Qualification in: Project Management, Surveying, Planning, Engineering, Accountancy or similar.

Key competencies:

- 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.
- Communicates with others clearly, concisely, confidently, with consideration and respect in a way

that engages the audience and achieves the desired result.

- 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

- Carrying out Homes England's obligations under the Grant Determination Agreement, including verifying and approving high value grant claims, approvals of release of restrictions on title and assessing clawback and further housing plans (relating to recycling grant into further housing projects) in line with contractual terms.
- Managing project capital expenditure to agreed budgets.
- 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 larger and more complex/higher risk schemes.
- 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.
- Provide strong stakeholder management of internal and external parties (including Local Authorities, other public bodies and their partners) and effective management of potentially conflicting priorities.

Values and key behaviours

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

