



Homes  
England

## Data Integrity and Support Officer – Pipeline Management

Directorate	Chief Operating Office
Team	Operational Management, Delivery Enabling Services (DES)
Reports to	Senior Manager Pipeline Management
Direct Reports	None

### Job purpose

#### The Directorate

The Chief Operating Officer (COO) directorate is made up of seven corporate functions: Human Resources, Business Planning & Performance, Delivery Enabling Services, Corporate Communications, Distressed Positions, Facilities Management and Enterprise Portfolio and Change. The COO directorate is one of the key enablers of Agency activity. Its work contributes directly to increased productivity, improved capability and capacity, reduced costs, improved employee contributions, enhanced reputation, and compliance with regulations. By focusing on corporate health, the Agency promotes an environment that supports strategic delivery.

The COO directorate works with colleagues and teams from across the whole organisation, working together to provide support and challenge – ensuring the Agency has the right resources, information, processes, and environment to succeed. This means better data and insights, a motivating and supportive environment, the right training and tools and recruitment that attracts and retains talent.

#### The Team

The Pipeline Management team is a new team within Delivery Enabling Services (DES).

The Agency is introducing the concept of a ‘Single Pipeline’ approach, i.e. a unified view of all opportunities and a common process for making decisions about which to progress and how.

The immediate focus of the team will be to embed the Single Pipeline into how the agency works and contribute to the design of the future funds. This will require working with both corporate and delivery teams throughout the design, implement, manage, monitor and review lifecycle. It will also require alignment with a number of other agency-wide cross-cutting initiatives, including the Organisational Blueprint and Evolve, which are delivering organisational and technological change.

We are testing the 'proof of concept' on the Brownfield Infrastructure & Land (BIL) Fund. It was launched in July 2023 with the primary objective to support economic growth and housing supply where there is evidenced need and opportunity with a focus on brownfield land to unlock up to 40,000 homes and up to 200,000sqm of employment floorspace. The Fund also has the ability to use different interventions or to combine them to meet the needs of our partners or places.

This is one of a number of permanent roles that that is being recruited.

## Key relationships

This role is part of the Delivery Enabling Services (DES) team. DES is part of the Chief Operating Officer (COO) directorate; it provides enabling delivery services for the three frontline directorates (Development, Investment and Markets, Partners and Places – DIMPP). DES translate policies, strategies and objectives into an operational delivery framework to enable Senior Responsible Officers (SROs) and budget holders to perform their roles.

The postholder will develop and maintain excellent working relationships with:

- Colleagues in DES supporting the operational delivery of BIL;
- Colleagues in DES and the frontline directorates (DIMPP) working on the Single Pipeline;
- Colleagues in the Performance Management team; and
- Relevant colleagues in corporate functions, including Economics and Strategy, Research and Analysis Services.

## Key accountabilities and responsibilities

1. Support the Senior Manager (Pipeline Management) in improving and maintaining the integrity of the data in the Single Pipeline through direct engagement with project managers and those teams providing delivery support to the frontline teams in Development, Investment and MPP.
2. Support the Senior Manager (Pipeline Process) in producing and communicating effective guidance and training on all pipeline-related activity.
3. Working with colleagues, ensure that timely, user-friendly MI is available for project managers and other colleagues.
4. Manage the 'Pipeline Support' Teams channel, including assigning and following-up on individual requests in a timely manner.
5. To support the Senior Manager (Pipeline Management) in all BIL-related activity.

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

- Relevant professional qualification or alternatively equivalent experience is welcomed (E).
- Strong numerical and analytical skills, including the ability to convey 'numbers and narrative' effectively to colleagues (E).
- Working knowledge of project management systems and ability to read and interpret the output from such systems (E)
- Proficiency in Microsoft Excel (E)
- Experience in working as part of multi-disciplinary teams, involving operational delivery and/or programme management.

- Demonstrable engagement skills and the ability to work collaboratively.
- Someone who focuses on achieving results and communicating them clearly and concisely.

## 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.

