



# Homes England

## Senior Manager – Chair’s Office

Department	Cambridge Growth Company
Reports To	Peter Freeman, Chair, Cambridge Growth Company
Grade	Senior Manager
Job Level	17
Location	Cambridge
Job Reference	C1720N
Direct Reports	TBC

### Job purpose

The Chair’s Office senior manager (Chief of staff) sits within the Cambridge Growth Company (CGC), a subsidiary of Homes England, the government’s housing and regeneration agency. Government has set out ambitious plans to grow the greater Cambridge economy and associated housing, which is critically important to UK Plc. Ensuring this growth happens within an urban exemplar of placemaking will be essential to existing and future residents.

The task of the CGC is to work with local government, the University, business occupiers, residents, landowners, developers and investors to ensure successful delivery of the government’s plans over the next 25 years.

After four years as Chair of Homes England, Peter Freeman steps down at the end of April 2025, and will then focus on his role in leading the CGC as Executive Chair. Before joining Homes England, Peter’s principal career was as founder of Argent, the developer of Kings Cross and Brindleyplace, two of England’s most successful regeneration projects.

The CGC is establishing an office in Cambridge with the expectation that its staff will be 50 people within 18 months and 100 within 3-4 years.

Ensuring that the CGC’s Chair is effectively supported is fundamental to the delivery of the CGC’s mission and objectives. As the Senior Manager in their office, you will be directly involved in enabling them to carry out their roles and responsibilities, working closely and responsively to the Chair.

That means:

- Having a strong understanding of the strategic and operating environment for the Cambridge Growth Company;
- Understanding the Chair’s pressures and priorities on a daily, weekly, monthly basis; and
- Enabling them to focus on what they need to do, by taking care of the details.

This role is critical to senior information flows within the company, ensuring that: the Chair's requests, instructions and priorities are effectively communicated to key stakeholders, including the CGC's Executive / Senior Leadership Team etc. and asks of the Chair are triaged and dealt with quickly and to a high standard. The Senior Managers will also play a vital role in quality assuring materials provided to the Chair – whether briefing or for onward communication.

This role, together with the Executive Assistant to the Chair, are the key interface between the Chair, the CGC, MHCLG, Homes England and wider partners across Greater Cambridge. As part of this team, the Senior Manager will support the effective operation of all aspects of the organisation through their knowledge and insight on key issues and ability to communicate the Chair's steers and instructions.

## Key Relationships

- The Chair of the Cambridge Growth Company
- The Cambridge Growth Company Senior Leadership Team
- Cambridge Growth Company Boards / forums, including the CGC Board and Advisory Council and their support functions
- Colleagues across the Cambridge Growth Company, including the Executive Assistant to the CGC Chair
- Homes England and MHCLG senior leaders
- Key partners across Greater Cambridge including local authorities, the University and Health Trusts, residents associations and the business community
- Other cross-Whitehall Government bodies as required

## Key Accountabilities & Responsibilities

- Ensuring that you have a clear understanding of the key strategic priorities for the CGC and how you need to support the Chair to deliver them.
- Effectively responding to emerging issues, using your understanding and judgement to commission input from key stakeholders and colleagues as appropriate and ensure that the Chair receives the information they need.
- Accountable for the provision of timely, accurate and relevant advice and/or high-quality briefing material to enable the Chair to deliver their priorities.
- Proactively working with senior leaders across the CGC and key partners to identify, develop and broker solutions to operational issues, as directed by the Chair.
- Acting on behalf of the Chair, undertake discrete project work (in partnership with senior leaders across the CGC) on a range of issues (e.g. HR matters; high profile media issues etc).
- Developing and maintaining positive working relationships with the Private Offices of Ministers, the MHCLG Permanent Secretary and other key Senior Civil Servants and Homes England Executive Team.
- Working with the CGC Public Affairs and Engagement team, and Homes England's communications and market engagement teams, ensuring that there is a structured approach for the ongoing external engagement of the Chair with the housing and regeneration sector.
- Working with the CGC's Public Affairs and Engagement team to plan and prepare the Chair for public speaking events.

## Key Skills, Knowledge & Experience

### Essential Criteria

- Substantial experience of working within a Government Private Office/Chief Executive's Office or central strategic team that works closely with a Chair/Chief Executive or Executive Directors.
- Excellent stakeholder management skills, with the ability to develop positive relationships and influence at all levels.
- Significant ability to quickly understand, analyse and summarise complex information.
- Demonstrable experience of persuasion and negotiation skills in pursuit of organisational outcomes.
- Considerable experience of working with and managing relationships with senior leaders across your own and other organisations and the ability to appropriately challenge if required.
- Ability to work at pace, managing multiple workstreams in a fluid external environment.
- Excellent oral and written communication skills and ability to quality assure materials and seek improvements where necessary.

## Desirable Criteria

- Experience of working within an Arms-Length body / Government department.
- Knowledge of the UK housing environment and key issues relating to the planning regime and financing/ delivery of building and infrastructure
- Competence with Excel and the creation and analysis of numbers
- An interest in and some knowledge of the current political landscape.

## Values and key behaviours

