

Job Description

Job Title: Assistant Housing Project Officer	Service Area: Works Commissioning
Division/Section: Inclusive Economy and Housing	Job Evaluation Number: 5693
Grade: PO1	Date last updated: 06/01/2021

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Overall Purpose of Job

1. Provide assistance to the Housing Project Officer to deliver a wide range of housing relating projects within Works Commissioning and across the Housing Directorate
2. To assist the Housing Project Officer with the following range of activities:
 - supporting the formulation and implementation of various housing projects and policy development
 - carry out research and analysis on changes to housing policy and legislation

- provide support for a range of housing projects underway in the Housing Directorate
- To provide effective support with communications and liaison between the Housing Directorate Management Team and relevant Directorates, with the Chief Executive's office, the Mayor's Office and other stakeholders, maintaining good relationships

Job Context

1. The post holder reports to Housing Project Officer
2. The post holder has no line management responsibility
3. The post holder has no budgets responsibility
4. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

- Communicate affectively with existing contacts internally and externally to the council
- Attend and contribute in meetings including involvement in a wide range of projects and issues including representing the section at consultation events and public meetings
- Prepare input in the development of project proposals and ensure they comply with agreed strategies
- Contribute to the management of housing projects and the achievement of targeted outputs.
- Support and contribute to the work of the Housing Directorate and represent the section at internal and external meetings where appropriate
- Deliver project work that requires the involvement of other departments
- Provide assistance to the Housing Project Officer to undertake broad project management responsibilities including project initiation, programming, co-ordination, and monitoring of spend
- Implement new systems for gathering information, monitoring and reporting of project progress.
- Participate in Council wide corporate projects as necessary within the housing service or across the wider council.

- To have good knowledge and use a wide range of ICT applications, to store, retrieve, manipulate, transmit and receive information electronically. These include; Outlook; Word; Excel (including pivot tables) and PowerPoint.
- To have good knowledge and use a wide range of internal ICT and Procurement systems.
- To provide support to colleagues where applicable in relation to the service requirements.
- To assist the Housing Project Officer to ensure effective and efficient cover for the Housing Services, including out of hours
- To work collaboratively with colleagues and able to respond flexibly and in an agile manner to ensure the Housing Services meets changes in demand.
- To assist with quality assuring the information and data produced for housing projects.
- To implement systems and processes to meet operational needs and to ensure high quality of information held.
- To maintain excellent customer service in all areas of work and ensure all correspondence is presented in a professional manner.
- To be tactful and have respect for the need for confidentiality in relation to personal, confidential and sensitive issues to all parties concerned.
- To provide cover for other appropriate staff.
- To keep up to date and comply with corporate and directorate policies and procedures and to attend and contribute to one to one supervision and appraisal sessions with direct line manager.
- To undertake mandatory and other relevant training as required, including own personal development and ensure that health and safety policies and procedures are followed at all times.
- To undertake such other duties, which may be required from time to time.



Job Title: Project Officer	Service Area: Works Commissioning
Division/Section: Housing Services	Job Number:
Grade: PO1 (indicative)	Date last updated: 06/01/2021

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	

<p>KNOWLEDGE:</p> <p>1.1. Knowledge of social housing, including the relevant legislation, government policy and community involvement.</p> <p>1.2. Knowledge and understanding of project management.</p> <p>QUALIFICATIONS:</p> <p>1.3. Relevant degree and/or professional qualification, or work experience of at least 3 years.</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
--	--

<p>EXPERIENCE:</p> <p>1.4. Experience of working in social housing environment in a large local authority or equivalent organisation.</p> <p>1.5. A track record of successful project management.</p> <p>1.6. Experience of managing comprehensive project proposals.</p> <p>1.7. Partnership working.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form</p>
<p>SKILLS AND ABILITIES:</p> <p>1.8. Communication skills including report writing and presentation skills.</p> <p>1.9. Know of research analysis</p>	<p>Interview/Application Form</p>

<p>polycymaking and decision-making.</p> <p>1.10. Exceptional interpersonal, skills, influencing and relationship management skills and the ability to apply them towards building effective and productive working relationships with people at all levels, internally and externally.</p> <p>1.11. Committed to team building.</p> <p>1.12. Ability to organise own workload; to work under pressure, balancing competing demands whilst maintaining high quality and output; achieve set deadlines and targets.</p> <p>1.13. Knowledge of business planning systems, procurement and systems management.</p> <p>1.14. Committed to the achievement of equal opportunities in both employment and service delivery.</p>	<p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Values Diversity</p> <p>Flexible, creative and open to change</p> <p>Recognises the need for continuous self-improvement and development.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>None</p>	