

Job Description

Job Title: Commissioning Manager (Populo Living)	Service Area: Community Wealth Building	
Directorate: Inclusive Economy and Housing	Post Number:	Evaluation Number: 6542
Grade: PO5	Date last updated: October 2022	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service 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

As the commissioning manager (Populo Living) you will be responsible for supporting the Director of Community Wealth Building in their role as Senior Responsible Officer (SRO) for the commissioning of Populo, the Council's wholly owned housing company.

You will manage the day to day relationship between the Council and Populo at operational and strategic levels to ensure that there is effective communication, coordination and engagement between the council and company to aid the delivery of the Council's strategic priorities with Populo.

Working with finance and legal you will support the Director of Community Wealth Building in ensuring that Populo's annual Business Plan is developed and submitted for Cabinet approval.

You will be responsible for ensuring that the governance structures are effective and proportionate, and that they are operated efficiently in support of the delivery of the strategy.

You will be the main point of contact for a variety of Council services for matters relating to the delivery of Populo's activity and work collaboratively to address any issues and remove blockages to progress.

Job Context

1. The post holder will report to the Director of Community Wealth Building, while working closely with the CWB leadership team.
2. Will need to be a self-starter who can work on own initiative with limited supervision.
3. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

Act as key point of contact for Council and Populo officers and ensure effective communication and management of relationships to support the delivery of LBNs commissioning priorities.

To work with Senior Managers in LBN and Populo to support the development of the medium term strategy for the company, drawing on best practise from the wider sector.

Coordinate the process (with Populo) of the production of the annual business plan and ensure that relevant council departments are engaged in the process in a timely manner, and ensure Cabinet approval is achieved.

To support the monitoring of the delivery of the business plan, so that any risks to delivery are identified pro-actively and ensure that progress is reported to the appropriate boards/members in a timely manner.

Provide secretariat support to the Shareholder Board, Carpenters Strategic Implementation Group and monthly Mayoral update meetings and any other group which may be in place to support operation.

Devise and then manage an effective and proportionate approach to monitoring delivery of Populo's activity to ensure Council has an overview of delivery and confidence that key milestones are being delivered.

To work with finance colleagues to coordinate and monitor payments between LBN and Populo so they are made in appropriately and in a timely fashion and in line with the appropriate governance processes.

Flag any emerging delivery issues to relevant teams and work proactively to ensure issues are dealt with and barriers to delivery are removed.

Key Relationships

The post holder will be required to establish and maintain strong, positive and effective working relationships with key stakeholders including:

External

- Populo Living – as a wholly owned company of the Council, it will be important to develop and promote good working relations.

Internal

- Directorate Management Teams – working across the Council to deliver against business milestones and Service Plans.

Person Specification

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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 and service 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.	
KNOWLEDGE: <ul style="list-style-type: none"> • An understanding of or and ability to demonstrate an understanding of the relationship between Council's and wholly-owned companies • An understanding of the political, strategic and financial context that governs housing delivery by London local government • An understanding of the role of governance in the public sector and how it can be used to enable the delivery of strategy 	Application Form/Interview

<ul style="list-style-type: none"> • Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate. • Ability to work cooperatively and in collaboration with other stakeholders and colleagues. • Creative with a forward-looking approach that maximises opportunities. • High degree of probity and integrity; committed to the activities and actions of Newham. • Ability to anticipate problems and provide effective solutions. 	<p>Application/Interview</p> <p>Application/Interview</p>
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