

Job Description: Head of Programme – Council Housebuilding Support

Reports to:	Assistant Director Programmes - Place
Directorate/team:	Partnerships & Improvement Directorate – Council Housebuilding Support
Grade:	Grade 8
Position:	1-year Fixed Term
Location:	Home based

Background:

The government is committed to delivering 1.5m homes in this parliament and local authorities have a pivotal role to play in contributing to these ambitions. However, with a decline in council housebuilding in recent years, councils need targeted support to accelerate delivery of new council homes.

To address this the government is committed to restoring capacity in councils to deliver new homes, and is working closely with the Local Government Association and other partners to develop a comprehensive support package. This initiative aims to restore councils management capabilities, enhance skills, and build long-term capacity to sustain a robust pipeline of council housebuilding.

Job Purpose:

Reporting to the Assistant Director Programmes – Place, the Programme Lead post is responsible for leading the development and delivery of a new sector support programme. This post will work with councils and other sector stakeholders to understand needs and shape the development of support activity through a co-design approach with the sector.

This post is responsible for programme delivery, ensuring local authorities are effectively supported by the programme, and any targets and KPIs are met.

The Programme Lead is the key liaison with MHCLG, responsible for ensuring an effective relationship. The post will also work with internal LGA stakeholders as well as relevant external bodies such as Homes England.

Core Accountabilities:

1. Lead the development and delivery of assigned projects and programmes within resource and budget allocations that deliver the LGA's business plan and help councils meet their challenges and priority outcomes.
2. Advocate and promote the needs of the local government sector.

3. Develop networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
4. Develop and lead a new team, and collaborate effectively across other LGA programmes and teams in a collegiate manner.
5. Lead/work through building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
6. Maintain a culture of learning and continuous improvement, underpinned by effective performance management and monitoring.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities, and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Design and implement a new programme of support - lead the development and delivery of a new programme within resource and budget allocations to help councils rebuild capacity to deliver council homes. Ensure solutions meet evidenced needs.
2. Commission appropriate support offers – commission technical resources/ expert knowledge/ additional capacity, following agreed procurement processes.
3. Strategic relationship engagement and management – lead the approach to engagement with senior leaders in local authorities (up to and including Chief Executive level). Lead engagement with MHCLG and other public partners.
4. Influence – promote the value to the programme to senior council stakeholders; encourage councils to support across the sector; ensure a local authority perspective influences MHCLG housing policies and initiatives by drawing on programme evidence and experience.
5. Manage and develop the programme team - supervise and manage staff; appoint and manage contractors; ensure programme resourcing needs as a whole are met.
6. Financial management and assurance – manage the overall programme budget; in terms of assurance, ensure the programme delivers to milestones and outputs as scheduled; ensure effective processes are in place to monitor performance, and to manage and escalate risks.
7. Programme reporting – maintain effective reporting approaches, lead programme reporting to programme SRO's and sponsors. Draft reports for LGA Boards, MHCLG boards and forums, provide briefings for LGA members, press releases and so forth.
8. Programme impact and future development – ensure an approach is in place to review and adapt activity. Evaluate impact and effectiveness. Identify future opportunities and develop improvements to future approaches. Input to any formal/external programme evaluation exercises.
9. Contribute to programme-wide communications, including events, conferences, seminars and sounding boards; promote the housing agenda.
10. Represent the LGA as the membership body for English local government, and the interests of its constituent members.

Relevant Contacts:

MHCLG

Deputy Director, Senior policy leads,

Homes England

LGA

Members

Senior Leadership Team

Principal Advisors and their regional teams

Programme Heads, PGO's, Policy and Communications teams

Local Partnerships

Local Authorities

Members

Chief Executives, Directors, Heads of Service

Others

Professional bodies, regulatory bodies, senior figures in the private and voluntary sectors

Person Specification: Head of Programme – Council Housebuilding Support

Qualifications	<ul style="list-style-type: none"> • Degree level or equivalent experience. • Desirable - a professional qualification and/or membership of a professional body relevant to the housing agenda (for example housing, planning, surveying, property law)
Knowledge and experience	<ul style="list-style-type: none"> • Good understanding of local government, its roles structures, and relationships. • Substantial experience of social housing and/or housing delivery • Good understanding of MHCLG’s role, structures, and relationships • Experience of leading a large programme of activity with an emphasis on housing/capital projects – this may be around service transformation, housing development, regeneration, other land and property initiatives, or similar • Understanding of the typical processes and stages required to develop and deliver a public sector infrastructure and/or housing project • Successful track record of designing, developing and delivering complex programmes • Previous experience of working in or with a complex political environment, preferably in local or central government • Understanding of the local government policy and improvement agendas • Significant senior level experience of: <ul style="list-style-type: none"> - building and maintaining strategic relationships and partnerships - working with multiple organisations in a political context to deliver programmes - contributing to the development of strategies, interventions and innovative solutions to complex public policy issues - providing direction, managing people effectively and managing performance
Skills and abilities	<ul style="list-style-type: none"> • Good level of political awareness and sensitivity • Ability to lead, inspire and motivate others, and to promote a culture of inclusion and respect • Integrity and credibility with politicians, senior managers, key stakeholders and staff. • Strong influencing, negotiating and relation-building skills; confident and resilient with excellent people skills • Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines. • Able to establish and maintain team collaboration, and to utilise collaborative approaches to develop best practice, problem solve, and influence future approaches. • Well-developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. • Ability to create a culture of ambition, curiosity, innovation and enterprise based on trust, fairness, openness and respect. • Personal drive and commitment to social housing objectives • Creative thinker with high intellectual capacity, capable of translating ideas into policy and practice

	<ul style="list-style-type: none">• Ability to negotiate with and influence a wide range of stakeholders• High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.• Ability to anticipate and understand the needs of local authorities and translate them into solutions and outcomes.• Commitment to personal and professional development.• Significant experience of leading policy development and managing complex projects across dispersed organisations.
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