Oxford City Council

Building a world class city for everyone

www.oxford.gov.uk

OXFORD CITY COUNCIL

Career Opportunity

Role information

Job Title	**HRA Retrofit & Sustainability Project Manager**
iTrent Ref No.	**002907**
Position Type	**Permanent**
Hours	**37**
Grade and Salary	**G10: £60,291 per annum full time (pro rata for part time)**
Location	**Hybrid - Oxford Town Hall and Work from home**
What hybrid looks like in this role	**Regular site visits and meeting in Oxford**
Service Area	**Housing Services**
Responsible to	**HRA Programme Delivery Manager**
Responsible for	**N/A**
Assets	**Approx. 8,000 homes**
Budget	**Project-level responsibility within £40m retrofit programme (over 5-years**
Rehabilitation of Offenders Act 1974	**Not Exempt**
Candidate Screening	**Not required**
Driving Licence	**B (Cars) licence required**
Political Restriction	**This post is not politically sensitive**

The Role

Oxford City Council has an opportunity for a Retrofit & Sustainability Project Manager to support the delivery of its Housing Revenue Account (HRA) capital investment programme.

This role will be responsible for delivering a programme of retrofit and energy efficiency works across the Council's housing stock, forming part of a wider £176m five-year capital investment programme. Approximately £40m of this programme is focused on improving the energy performance of homes, supporting the Council's ambition to achieve EPC Band C across 95% of homes by 2030 and net zero carbon by 2040.

Working within the HRA Capital & Investment team, the successful candidate will manage retrofit projects from inception through to completion, ensuring works are delivered safely, on time, within budget, and to required standards. The role will ensure that energy efficiency improvements are effectively integrated into planned maintenance and capital works programmes to maximise value and minimise disruption to residents.

You will work closely with internal teams, contractors, consultants, and residents to deliver high-quality retrofit outcomes, applying a fabric-first approach and supporting the Council's wider sustainability and housing objectives.

About us

Our ambitious leadership team and dedicated staff are working hard building a world class city for everyone. Oxford City Council has accelerated plans to build more affordable and council housing in the city. We provide services to help reduce inequality and improve the health and wellbeing of Oxford's residents and are taking a lead on reducing emissions and increasing biodiversity to become a net carbon neutral city of the future.

We are a supportive and collaborative bunch of people working towards shared goals, where new ideas and initiatives are valued. We strive to deliver service excellence, take accountability for our actions and communicate with honestly and respect. There has never been a more exciting time to join us! Help us to build successful places in which to live and work and build a fairer, greener city in which everyone can thrive.

We offer generous holiday of 29 days a year with an additional 4 days after 5 years' service and an excellent range of benefits including the Local Government Pension Scheme, payment of professional fees and subscriptions, Personal accident insurance, Travel loans, Travel to Work Discount Scheme, Eye care, Gym membership, Cycle to Work Scheme, Staff Offers Discount Scheme, an Employee Assistance Programme and discounts for Oxford attractions. You can find out more in our Candidate Pack.

In addition, we are committed to supporting career development opportunities and learning and development.

Role purpose

- To manage the delivery of retrofit and sustainability projects within Oxford City Council's HRA capital investment programme, ensuring that energy efficiency improvements are delivered effectively, safely, and in line with strategic objectives.
- The post-holder will be responsible for delivering projects that improve the energy performance of homes, reduce carbon emissions, and support the Council's targets for EPC Band C by 2030 and net zero carbon by 2040.
- The role will ensure that retrofit works are delivered using a fabric-first approach and are effectively integrated within wider planned maintenance and capital investment programmes, ensuring value for money and minimising disruption to residents.
- The post-holder will ensure that retrofit delivery aligns with recognised industry standards and best practice, including PAS 2035 principles, adopting a whole-house, fabric-first approach that considers building performance, ventilation, and moisture risk to ensure safe, effective, and durable outcomes.
- The post-holder will ensure compliance with relevant legislation, building regulations, and best practice standards, while contributing to high-quality outcomes for residents and supporting the Council's wider sustainability ambitions.

Role responsibilities and main duties

Project Management & Delivery

- Manage retrofit and sustainability projects from inception through to completion.
- Ensure projects are delivered safely, on time, within budget, and to required quality standards.
- Develop project scopes, specifications, and programmes of work.
- Monitor project performance and take corrective action where required.

Retrofit & Sustainability Delivery

- Deliver energy efficiency improvements including fabric upgrades, heating systems, and associated works in line with recognised retrofit standards and best practice.

- Apply a fabric-first, whole-house approach to retrofit delivery, ensuring appropriate sequencing of measures and consideration of building performance.
- Ensure alignment with PAS 2035 principles where applicable, working collaboratively with relevant technical specialists and roles.
- Ensure that retrofit works appropriately consider ventilation, moisture, and indoor air quality to mitigate risks associated with damp and mould.
- Integrate retrofit works within wider capital and planned maintenance programmes to maximise efficiency and minimise disruption to residents.
- Support delivery of EPC improvements and carbon reduction targets.

Compliance & Technical Standards

- Ensure all works comply with relevant legislation and standards, including Building Regulations, CDM Regulations, and Health and Safety requirements.
- Work in accordance with recognised retrofit standards and guidance where applicable.
- Ensure technical quality and compliance of works on site
- Ensure awareness and application of relevant retrofit standards, guidance, and funding requirements where applicable.

Contractor & Stakeholder Management

- Identify Manage contractors, consultants, and delivery partners to ensure effective project delivery.
- Monitor contractor performance and ensure compliance with contractual requirements.
- Work collaboratively with internal teams including asset management, compliance, and programme delivery.

Resident Engagement & Customer Experience

- Ensure residents are effectively engaged and informed throughout project delivery.
- Minimise disruption and ensure high standards of customer care.
- Respond to resident queries and concerns relating to retrofit works.

Financial Management

- Manage project budgets and ensure value-for-money.
- Monitor costs and support financial reporting requirements.
- Ensure effective financial control across projects.

Data, Reporting & Continuous Improvement

- Maintain accurate project records and reporting.
- Use data and performance insights to inform delivery and improve outcomes.
- Contribute to continuous improvement and lessons learned across retrofit delivery.

Competence, Qualifications and Professional Standards

- Demonstrate appropriate skills, knowledge, experience and behaviours to fulfil the role in line with regulatory expectations, including those relating to housing asset management, building safety and decarbonisation.
- Hold or be working towards a relevant professional qualification.
- Maintain continuous professional development (CPD) to ensure up-to-date knowledge of Housing legislation, Building safety, Asset management practices, and emerging retrofit and sustainability requirements.
- Demonstrate competence in Risk management, Regulatory compliance, and Resident-focused service delivery.
- Demonstrate knowledge of and competence in delivering retrofit and sustainability programmes aligned to recognised standards, including PAS 2035 / PAS 2030, whole-house retrofit principles, and building physics.
- Ensure works are specified and delivered in line with net zero carbon objectives, funding requirements (e.g. SHDF), and relevant technical and regulatory standards.
- Maintain awareness of evolving decarbonisation policy, funding streams and regulatory expectations within the housing sector.
- Participate in organisational competency assessments where required.

General Responsibilities

- Promote equality, diversity, and inclusion
- Ensure compliance with health and safety requirements
- Work flexibly across sites as required
- Undertake any other duties commensurate with the role

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria that is listed to be 'Assessed at: Application' on their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form, interview, test/exercise or documentation (eg a qualification document).

Essential Criteria	Assessment stage
Experience delivering capital or retrofit projects within housing or construction	Application; interview
Knowledge of energy efficiency and retrofit principles	Application; interview
Experience managing contractors and project delivery	Application; interview
Knowledge of Building Regulations and CDM requirements	Application; interview
Strong project management and organisational skills	Application; interview
Ability to manage budgets and deliver value for money	Application; interview
Good communication and stakeholder management skills	Application; interview
Ability to manage workload and work independently	Application; interview

Desirable Criteria	Assessment stage
Experience in social housing or local authority environment	Application; interview
Knowledge of PAS 2035 / retrofit standards	Application; interview
Relevant qualification in construction, sustainability, or project management	Application; interview
	Application; document

Notes to applicants

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview, you will be asked questions based on them. More information about working for the Council, our values and vision, is available on our website.

How to apply

Applications should be made via our online application system (no CVs please).
For further information and how to apply online, please visit www.oxford.gov.uk
If you are unable to access our website please call 01865 252848. **Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. You will be notified of the outcome of your application either way. If you are selected for interview, you will be informed whether the interviews will be online or in-person. Please note, for hybrid roles the successful applicant will be expected to work from home. You should ensure that you have reliable and secure Wi-Fi access; a suitable workspace and are prepared to undertake distance learning and training.

Closing Date: **17 November 2026**

Late applications will not be processed

Interview Date(s): **23 November 2026**

We are an equal opportunity employer:
We are striving to become a more inclusive employer and to represent the communities that we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas and would particularly welcome applicants from ethnic and minority communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

Our commitment to Safeguarding:
Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

disability confident EMPLOYER

OXFORD LIVING WAGE

Stonewall DIVERSITY CHAMPION