



# Senior Project Officer - Programme

<b>Level:</b>	Grade 9
<b>Team:</b>	Development
<b>Line Manager:</b>	Head of New Business and Delivery
<b>Responsible for:</b>	Business Planning Officer

## About the Job

- Manage cost monitoring processes related to New Build, Acquisitions and Sales ensuring all necessary information is in place and provided to Senior Management within agreed timescales and standards.

## You'll be trusted to

- Ensure that all Homes England (HE) requirements are satisfied in relation to inputting grant claims and submitting information as requested in a timely manner.
- Liaise with in-house finance teams, Business Leaders, Senior Managers and Directors, Local Authorities and Homes England to ensure all necessary statistical Development Information is collated, maintained and audited, from inception to completion of construction projects, to ensure all contractual obligations and statutory obligations are satisfied.
- Take a lead role in the implementation and management of Pro Val and Sequel software.
- Manage the flow of information including collating / fulfilling requests for information, maintaining information to ensure effective delivery of current and future projects/budgets.
- Undertake HE monthly reviews, prepare reports and details of programme movement for presentation to a senior manager.
- Ensure sufficient and suitable statistical information is provided relating to the New Build and Acquisitions Programme.
- Maintain a high level of cost monitoring and grant funding knowledge and changes to Homes England legislation to ensure the effective and safe delivery of all development projects. be innovative and seek out ideas and funding products that will benefit Vico Homes and its customers.
- Manage and facilitate the cost monitoring of development projects to ensure the stability of the new build budget, including managing risk and information flow, ensuring seamless monitoring between pre-start to start on site, project completion and the ultimate sale of the new homes.
- Manage and facilitate the Homes England involvement of development projects to ensure the viability of the projects and compliance with the Regulator of Social Housing,
- Deliver operational plans and policies that deliver high quality and cost-effective projects.

- Lead the implementation and management of the computerised cost and progress management system for all development progress.
- Assume direct responsibility for the controlling and working within the new build budget, and updating senior managers of potential variance.
- Ensure that the team delivers a consistently high level of service, maintains a high level of accuracy effectively complying with all of Vico Homes's established policies and procedures.
- Consult and communicate throughout the organisation and with all stakeholders and monitor and regularly report on progress against action plans.
- Implement effective performance management systems to meet corporate and service area requirements, to achieve continuous service improvement and the development of a performance management culture.
- Take responsibility for maximising resources to Vico through taking advantage of any grant funding opportunities.
- Assist other teams within the Investment directorate to ensure that all projects are delivered in accordance with the team plan, maximise budgets and to ensure consistency.
- Undertake any other duties commensurate with the grade and overall purpose of the job.

### Who you'll work with:

**Internal:** All Vico Homes colleagues

**External:** Senior Homes England Officers, Local Authorities, Estate Agents and customers

### Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 4 of the Regulated Qualifications Framework, such as a HNC, Award, Certificate or Diploma at Level 4 or equivalent or working towards.	✓		AF/CQ
Experience in the project management of multi-million-pound development projects.	✓		AF/I
Experience of, and significant success in, establishing and maintaining effective cost monitoring measures that have returned continuous accuracy in relation to budget management	✓		AF/I
Experience in the development of project plans using appropriate software	✓		AF/I
Proven track record in a senior position in a property services department of a housing or construction organisation.	✓		AF/I
Capable of delivering results to tight deadlines and under pressure.	✓		AF/I
A well-developed understanding of operational services delivery within a large organisation.	✓		AF/I
Knowledge and practical experience of using Homes England IMS	✓		AF/I
Demonstrate an understanding of the strategic aims of the organisation together with the broader issues of social housing	✓		AF/I
A confident, independent and effective decision maker.	✓		AF/I
Self-motivated to work with minimal supervision, and able to motivate a diverse work force to deliver an efficient and effective service.	✓		AF/I
Flexible approach to workloads dictated by business needs.	✓		AF/I
Commitment to quality, customer service, best practice and best value in all aspects of operational delivery.	✓		AF/I
Valid, UK driving licence with the ability to travel throughout the Vico Homes operating area as required by the business.	✓		AF/CQ
The post holder may be required to work outside normal office hours on occasion and have a flexible approach to hours of work.	✓		I
Management qualification		✓	AF/CQ

Knowledge and practical experience of using IT as analytical and management tools.		✓	AF/I
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**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification