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|  | JOB DESCRIPTION | FormJD1 |
| JOB TITLE: Home Energy Project Manager - Council Homes  | **POST NUMBER:**  |
| **REPORTS TO:** Housing Energy Efficiency Programme Manager (HEEP)  |  |
| **DEPARTMENT:** Housing Delivery and Asset Management  | GRADE: 9 |
| **JE REF:** | 0140 | PANEL DATE: | 19/10/2021 |

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| **1.** | MAIN PURPOSE OF JOBLead the development and delivery of effective housing retrofit programmes of work for council homes, aligning these with major works programmes utilising both external grant and existing internal funding streams to maximise energy performance improvements and reduce tenant fuel poverty.1. Support the HEEP manager with development of funding bids and procurement of work
2. Project Manage and lead energy efficiency project delivery in council homes. Overseeing and contributing to the development of key project documentation, whilst ensuring effective project decision-making, reporting, governance, and delivery
3. Lead and advise on stakeholder engagement activities including consultation events
4. Lead a new asset management approach where every major repair, disposal, or acquisition has energy efficiency at the heart of the decision making process
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| **2.** | **KEY TASKS:** |
|  | i. | Support the project management and the delivery of energy efficiency improvement works to Council homes including : * Development of strong data set to support appropriate investment decisions informed by carbon reductions and fuel poverty
* Identification of suitable works
* Identification of suitable homes for works
* Bids for grant funding
* Commissioning design works
* Leading public engagement to ensure residents can have their say and be listened to
* Ensuring that customers have access to good quality advice/information and support about energy efficiency retrofit measures
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|  |  | * Ensuring compliance with the relevant standards such as the latest PAS standards for domestic retrofit programmes
* Ensure compliance with the provisions of the Construction (Design and Management) Regulations 2015. Perform role of Project Designer where appropriate and all other relevant statutory and regulatory requirements
* Securing any necessary planning permissions
* Procuring contractors through relevant tender process
* Undertake a full range of pre and post surveying services including project management, quality and cost control, for projects that form part of the capital investment programme
* Develop tools to measure the success of a project and lessons learnt for future schemes
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|  | ii | To work closely with Building Services and other Housing Staff providing the specialist support to ensure that there is an asset management approach where every major repair, disposal, or acquisition has energy efficiency at the heart of the decision making process. |
|  | Iii. | To work closely with other Council Departments (e.g. Planning, Property, Building Control, Legal) and teams within the Housing service, in supporting joined up working to ensure the delivery of the programme. |
|  | iv | Contribute to the development of the Council’s Housing Retrofit Strategy, and Replacement of Gas Strategy, and Asset Management Strategy. |
|  | v | Support the HEEP manager to maintain and publish scheme progress reports, to prepare reports to committees of the Council and briefing reports to the Executive Member, Director and Senior Managers.  |
|  | vi | Support the HEEP manager with appointed building contractors. Monitoring and managing performance including financial claims and contract disputes.  |
|  | vii. | Support the HEEP manager to keep up-to-date on relevant national polices and best practice around housing energy efficiency and advise staff, Directors and Members where appropriate. |
|  | viii. | To represent the Council in a professional and customer focussed manner that reflects our commitment to providing the highest quality service. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**The post has no line-management responsibilities however it is required to project manage the work of the contractor and supply chain.There will be supervisory responsibility for new/temporary staff and students giving guidance and advice to new and existing members of staff |
| **4.** | **CREATIVITY & INNOVATION**The post holder will be expected to promote new ideas and contribute to creative solutions to delivering complex high-value housing energy improvement works in the Council’s own housing stock which will be under close scrutiny by Elected Members and the public. The role will play a key part of York’s Green Recovery, working with Economy and Business to support local SME contractors to develop the necessary skills. The post holder will frequently find and broker solutions to problems that arise from the design and construction of complex housing energy efficiency solutions, including resolving design and financial issues and delays to ensure the project is delivered on time and budget. This will require innovative thinking and the ability to manage project teams to solve issues that could effectively result in the failure of the project. This is a subject area which is advancing quickly and it is important that the post holder can navigate this landscape and identify the right solutions for the right homes in York.The nature of delivering complex high value energy improvement projects will mean that difficult decisions will need to be taken under time pressure having given full consideration to all of the options and consequences. These solutions will need to meet the corporate and service priorities of the council.The post holder will need to be able deliver projects on the ground to both reflect the urgency of the issues and timescales associated with grant funding opportunities. Responding to funding opportunities will require a flexibility of approach whilst retaining the core ambitions and delivery approaches set out in the housing energy efficiency strategy.As well as delivering energy improvement works on council houses we need to influence the wider city to undertake works to their own homes, whether other registered providers, homeowners or landlords. This will require skill and creativity to navigate the options and present a clear narrative around what is needed and how this can be supported by the council and other interested stakeholders in the city. |
| **5.** | **CONTACTS & RELATIONSHIPS****Internal Contacts**The post holder will be part of a team within Housing Standards and Adaptations focussed on delivering a domestic retrofit programme but will have daily contact with staff from other council services including Building Services and other Housing Staff as well as Planning, Building Control, Procurement and legal. **External contacts** The post holder will work with external consultants and contractors involved in the delivery of energy efficiency works to reduce fuel poverty and stimulate York’s Green Recovery. Frequent contact with Councillors, MPs and the complaints team to provide information and resolve complaints and respond to Freedom of Information Requests.The post holder will attend regular site meetings where they will represent the Council as client. |
| **6.** | **DECISIONS – discretion & consequences****Discretion** – Post holder has the specialist knowledge to direct working standards and make changes to important procedures and practices. The post holder’s expertise is the key factor in decisions made in agreement with the Housing Energy Efficiency Programme Manager and the Head of Building Services that ensure the successful project delivery of energy efficiency works.Budget management decisions within the team’s budget, ensuring no overspend and all anomalies reported to the accountancy teams in a timely fashion. Consequences include affecting the overall budget position within the department.The post holder will be party to sensitive and confidential information on projects and individual customers and must treat this in an appropriate manner. **Consequences** - Failure to deliver the housing energy efficiency programme on time and on budget would cause reputational damage to the Council, delay the reduction in the city’s carbon emissions, fail to tackle fuel poverty, and damage the likelihood of attracting grant funding for future projects. Failure to deliver within agreed budgets, timescales and to any standards required by external funders could result in the loss of significant funding. Failure to represent the Council in a professional manner to external contacts could damage the Council’s reputation.Failure to effectively engage with external partners in the city could see us significantly fail to meet our aspiration to be a carbon neutral city by 2030. |
| **7.** | **RESOURCES – financial & equipment***(Not budget, and not including desktop equipment.)* To manage and administer the following equipment for the Council Safety clothing / equipment (coats, boots, hard hats) - £200Digital camera - £150 Mobile phone - £100 Use of professional equipment on a regular basis to survey/inspect properties, to provide evidence base for informed decisions - £750 |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context****Work demands** * Workload has variable deadlines and the post holder will need to prioritise their workload to reflect changing and competing demands.
* The post holder has to balance the conflicting demands for example of service users and financial constraints, landlords and legal requirements, regional and corporate responsibilities.
* The post holder is subject to frequent interruptions from reportees, peers, and senior managers
* Constantly works to tight timescales, some self-imposed, many imposed by committees, financial pressures, legal and government targets

**Physical demands*** Mainly office or home office based working for periods on the computer, requiring long periods of concentration.
* Frequent visits to construction sites or at site surveys.

**Work conditions*** Office or home office based; but with frequent site visits and evening meetings.

**Work context*** Limited physical risk.
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| **9.** | **KNOWLEDGE & SKILLS**The post holder will have at least one of the following:MRICS, CIOB, Degree, HNC, SMSTS or relevant qualification and/or management experience or equivalent in investment capital works/house retrofit works.and at least one of the following:* hold a recognised project management or programme management qualification
* demonstrable experience of project managing the delivery of energy improvement works

And* Ability to work independently, exercising good initiative and judgement.
* Successful management of housing retrofit energy efficiency contracts from inception to final account.
* Effective and efficient management of asset systems, ensuring data integrity and maximising value from data reporting.
* Development of VFM programmes of work utilising energy performance and stock condition data.
* Developing programmes of work that maximise grant funded opportunities.
* Experience of conducting structural, condition and measured surveys.
* Working knowledge of building construction, best practice and Regulations.
* Working knowledge of current forms of building contract and their implementation.
* Technical expertise sufficient to understand complex issues in construction, engineering and maintenance in the delivery of projects.
* An understanding of the Housing, Health & Safety Rating Guidance (HHSRS Guidance for landlord and property related professionals) and practical knowledge of how to assess hazards.
* Significant experience on successfully managing projects, inclusive of effective resource, budget and risk management.
* Experience of successful stakeholder management on complex projects.
* Experience of managing and monitoring budgets, implementing action plans to address adverse variances.
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| **10.** | **Position of Job in Organisation Structure**Standards and Adaptations Manager **Housing Energy Efficiency Programme Manager****Housing Energy Project Manager- Council homes**Home Energy Project Manager- Private Homes Project Support Officers |