



# Role Profile

<b>Programme Manager – New Build Housing</b>			
Reference No.	A4923	Type	Individual
Service	Property, Affordable Housing Programme		
Job Family	Professional 4	Grade	FC10

<b>Purpose</b>
To lead, coordinate and programme manage the strategic and tactical development and delivery of new build projects for the Affordable Housing Programme.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
To plan, co-ordinate and lead the development and delivery of new build projects for the Affordable Housing Programme.
Hands on programme management as required including co-ordinating and managing internal and external resources.  Providing support and mentoring for assistant project managers across related projects.

<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Programme management experience	✓	
Educated to SCQF level 9, which includes a Degree or equivalent	✓	
PRINCE2 Practitioner		✓
Membership of a relevant professional body	✓	
	✓	

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<p>Shaping possible design, layout, quality and cost options (with technical support and advice from within Property Services or external design teams) to meet project/programme objectives.</p> <p>Influencing, monitoring and reporting on programme progress - including time, cost and quality parameters - and identifying / addressing risks &amp; issues from inception through to completion.</p>	<p>Experience of managing staff across a number of disciplines</p> <p>Strong interpersonal, networking and group communication skills (Focus on customers)</p> <p>Experience of working with other professional disciplines (Work together)</p>	<p>✓</p> <p>✓</p>	
<p>Overseeing and conducting commercial negotiations with private sector developers.</p>	<p>Commercial acumen and negotiation skills</p> <p>Ability to travel to sites around Fife (Embrace technology and information)</p>	<p>✓</p> <p>✓</p>	
<p>Providing professional leadership and supervising employees by applying people management skills e.g. providing appropriate training, team building and conflict resolution.</p>	<p>Leadership skills</p> <p>Interpersonal skills</p>		<p>✓</p> <p>✓</p>
<p>Maintaining an overview of team and functional activities, allocating work in order to meet agreed targets, ensuring staff and resources are directed and scheduled appropriately.</p>	<p>Time management skills</p>		<p>✓</p>
<p>Reviewing practices and procedures to promote improvements to service delivery and client satisfaction by effective use and deployment of resources within the team and functional</p>	<p>Knowledge of performance, continuous improvement and quality issues</p>		<p>✓</p>
<p>Assisting with the development of new working methods, resolving complex or difficult problems to improve programme delivery, evaluating/reviewing to ensure best value solutions are implemented.</p>	<p>Problem solving skills</p>	<p>✓</p>	

E = Essential Criteria    D = Desirable Criteria

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Authorising and monitoring small to considerable expenditures from an agreed budget.	Budget management skills	✓	
Producing and presenting reports, guidance and other documentation.	Report writing and presentation skills	✓	
	Producing and presenting Committee Reports and Board papers including business cases	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.