



City of Westminster

Housing Investment Programme Lead

What we value at Westminster

Westminster City Council believes in creating a Fairer Westminster where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council's commitment to our staff and is underpinned by three pillars:

- **Personal development:** Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity:** Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working:** Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That's why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

Portfolio/responsibilities of this role

The Council's Housing Directorate delivers essential services to residents across the City, managing a diverse portfolio of over 21,000 homes.

As Housing Investment Programme Lead, you will provide strategic leadership within the Directorate, overseeing the full programme of housing investment and ensuring delivery is coordinated, accountable, and outcome focused. You will implement new ways of working to break down structural and professional silos, bringing people together around shared project outcomes and milestones. You will foster an inclusive, supportive environment where staff can realise their potential, contribute fully, and collaborate across traditional boundaries.

Key functions and duties

1. Play a key role in designing, planning, developing, and delivering the Westminster Housing Investment Programme that consists of housing investment projects across the borough and delivering the Council's Fairer City ambitions.
2. Lead and oversee direction, gateway reviews and governance for partnership working across a diverse range of programmes and projects including external consultants, interim contractors, project and programme staff and subject matter experts to ensure the successful delivery of the Housing Capital Programme.
3. Support the strategic direction of the Council's Housing portfolio, including the Council's business case process and Capital bidding and budget setting process.
4. Establish clear performance expectations for the team and drive a culture of accountability, setting and maintain high standards and meeting deadlines to support programme certainty and resident confidence
5. Work collaboratively within project teams, and supporting others to achieve mutual objectives, providing objective and purposeful challenge at project level when reviewing key deliverables and key performance measures.
6. Be a motivated, open and engaged manager and leader and manage a team to successfully deliver several projects simultaneously, across a range of requirements.
7. Support and deputise for the Head of Asset Strategy and Chief of Asset Strategy and Major Works as requested including preparation and presentation of Board and Cabinet reports in relation to projects at all stages.
8. Coordinate and provide strategic direction for programme governance, managing risks, issues and dependencies to required quality and within approved tolerances. Attend strategic, project review and / or project site meetings as required and always maintain focus on issues which may affect value for money for WCC.
9. To be responsible for monitoring and reporting the performance and delivery of the project teams to achieve the agreed programmes and to actively manage any programme and/or project related risks and ensuring that progress is maintained.

	<p>10. To manage and lead on the provision of progress and performance reports and updates information as requested by senior leadership and members. To collate information to provide strategic direction for programme boards, managing risks, issues and dependencies to required quality and within approved tolerances and provide timely and accurate reports and returns to central government agencies and others as required.</p> <p>11. To manage the risks, issues and dependencies relating to programmes/projects to ensure timely delivery to the required quality within approved resources.</p> <p>12. Identify, bid for and secure external sources of funding for projects and establish and effectively manage the relationships governing these sources of funding e.g. GLA.</p> <p>13. Plan and lead the introduction of standardisation of reporting formats including controls and be responsible for reporting from project initiation, governance, implementation, monitoring, ensuring that programmes are tracked against delivery plans and key deliverables from the business case and reported through Programme governance frameworks and to internal and external stakeholders.</p> <p>14. To be responsible for the closure of projects ensuring that programmes are tracked against delivery plans and reported through the Programme governance frameworks and to internal and external stakeholders.</p> <p>15. Work with others as final accounts are finalised assess/appraise effect on business planning, commitments and obligations and to produce a close down audit of outturn cost and value in conjunction with the wider team as part of any project review</p>
	<p>Budget Responsibilities -</p> <p>Staffing £0</p> <p>Procurement £</p> <p>Other: £100K in revenue and approximately £500K in capital</p>
<p>What do we expect this role to achieve?</p>	<p>An understanding of the ambitions of the organisation and to translate these into projects and programmes that deliver tangible resident benefits.</p> <p>To lead an engaged, driven, and motivated Housing Capital Programme Team with staff keen to deliver results, develop their own skills and collaborate across internal teams and with external partners and stakeholders.</p> <p>To achieve a change in pace, approach, and culture in the way we deliver Housing Capital programmes and enable the team to thrive.</p>
<p>Band/Salary range</p>	<p>Band 5</p>
<p>Work style</p>	<p>Agile and flexible working conditions</p>
<p>Your manager & team</p>	<p>Reports to the Head of Asset Strategy</p>

	Direct Reports: 4
Experience	<ul style="list-style-type: none"> • Significant experience of initiating and leading major programmes and managing project teams to deliver them within a large, complex, organisation. • Good understanding of development and construction projects within a housing and regeneration context. • Experience of analysing and interpreting a high volume of complex management, performance, and financial information to make recommendations. • Significant experience of working effectively to support and coordinate high level senior leadership teams. • Significant experience of working successfully with a diverse range of professions, stakeholders, and elected members. • High level of experience in designing and operating with robust governance structures at a programme level, including effective quality assurance and the overall integrity of the programme. • Strong financial management experience relating to multiple, large and complex budgets
Skills	<ul style="list-style-type: none"> • Ability to write reports and deliver presentations and reports to successfully engage a wide spectrum of audiences, including senior managers and elected members. • Exceptional programme and project management skills, including the ability to consult, plan, monitor and evaluate. • Strong self-management skills, including the ability to work under pressure and to deadlines and to achieve challenging professional goals. • Ability to encourage and model partnership/collaborative working to achieve shared objectives and synergies. • Ability to enthuse, motivate and equip individuals to deliver required outcomes to a high standard and on time. • Ability to work effectively as part of a number of different teams in a matrix environment. Driving a culture of fast paced delivery in a professional environment. • A personal and professional demeanour which engenders confidence with key partners and Elected Members.

	<p>Qualifications</p> <p>Recognised formal practitioner qualifications in management of portfolios, programmes, project management (MoP, MSP, PRINCE2, certified change management or equivalent).</p>
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way • Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.
<p>Additional values and behaviours for Managers</p>	<p>People and Service Management</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management • Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. • Delivering the Medium Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.