

Retrofit Project Manager

> Homes > Planned Investment

What's it all about

Working in our Planned Investment Department, the Retrofit Project Manager will manage NHG's retrofit programme – ensuring that projects can be delivered effectively, meeting high performance standards and funding requirements.

You will work closely with the Senior Project Manager and colleagues focused on retrofit pre-works and delivery, to meet organisational strategic objectives and ensure compliance with grant funding requirements.

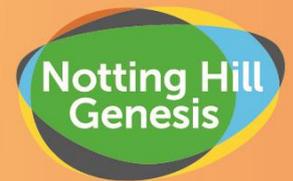
How you'll make a difference

You will play a key role in managing, monitoring and ensuring compliance on our retrofit programmes aimed at achieving EPC - C in NHG homes by 2030 and Net Zero Carbon by 2050.

Over the next few years our programmes will improve hundreds of homes, meaning you'll be able to make a difference as thousands more residents will benefit from warmer homes with lower energy bills.

How you'll do it

- **Support with an annually rolling retrofit programme** that defines homes to be upgraded, measure packages, and performance targets.
- **Manage programming and alignment between retrofit and cyclical programmes**, to ensure efficiencies and economies of scale are incorporated, reducing wastage and disruption to residents.
- **Manage the planning and preparation phases of retrofit programmes**, from point of property identification to the point where a retrofit project (single home, or block or estate) has detailed design, scope and pricing
- **Funding administration.** Process grant claims and drawdowns, ensuring accurate scheme information. Manage the change control process.
- **Programme reporting, by ensuring accurate data.** Manage and maintain effective reporting arrangements for funded projects. Carry out monthly monitoring, evaluation, forecasting, and any other performance assurance required for grant compliance, including liaison with DESNZ and London Councils
- **Support project managers and external project teams through the preparation stages of a retrofit project.** This will include input into scope, specification, consultant and design team briefs and the provision of technical support to delivery teams. This will include monitoring and reporting on KPIs, monthly contact management meetings, attending quarterly core groups.
- **Lead on the loft insulation programme** ensuring homes meet the decent homes standard and that contractors are delivering works on time, to a high quality within budget.
- **Support our approach to retrofit by working with colleagues focused on delivery** by providing feedback on pre-works challenges, supporting works packages appraisals and providing commercial insights.
- **Oversee commercial matters on the overall retrofit programme.** Work closely with project managers and third-party cost consultants to ensure the programme is delivered within budget, reducing costs and maximising grant per property.
- Take responsibility for **identifying and managing risks** affecting pre-works and delivery. Work with project team and client advisors to identify solutions and/or escalate issues.
- Ensure that you follow and keep up to date with relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office or in a community/site based/partnership setting. On other days, working from home may be possible,



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depending on the work needed and the interaction required.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **manager**.

Essential knowledge, experience and skills including qualifications and professional membership

- **Qualification/experience in a relevant discipline** – including a project management or retrofit qualification (Level 2, 3 or 5 from Retrofit Academy) or willingness to undertake an external course to provide this.
- **Project management skills and experience in construction**, and ability to ensure projects are delivered to agreed timescales and targets.
- **Strong communication and engagement skills** – ability to present and engage a range of audiences.
- Ability to analyse and interpret situations from a variety of viewpoints and **find creative, workable and timely solutions**.
- **Effective IT skills** –MS Office Suite - Project, Excel etc.
- Experience of **planning and organising**, managing priorities and risks, and developing a structured approach to deliver work on time.



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- A successful track record of **working effectively with colleagues** at all levels of an organisation, as well as residents and external partners.
- Experience in **working with multi-disciplinary teams** of external consultants and building contractors.
- **Understanding of, and a commitment to, equality and serving diverse** communities, and the ability to apply this in a project role.
- **A good understanding, and passion for sustainability**, funding sources, net zero carbon, and the climate crisis in the context of housing.
- This role is subject to an **enhanced** criminal record check (CRB) issued by the disclosure and barring service (DBS).