



Working better together  
for our residents

# Project Officer

> Homes > Building Safety/Remediation

## What's it all about

Managing simple projects and assisting Project Managers and Senior Project Managers in the delivery of complex building safety remediation projects. This is with customers at the heart of project delivery.

## How you'll make a difference

You'll help make homes safer and residents more confident by supporting the smooth delivery of building safety remediation projects from start to finish. Through strong project coordination, clear communication, effective risk and financial management, and high-quality reporting, you'll ensure essential safety works are completed efficiently and with minimal disruption. Your contribution to stakeholder engagement, contractor management, and continuous improvement directly enhances the safety, trust, and overall experience of the customers who rely on us.

## How you'll do it

- Deliver non-complex building safety remediation projects, managing finances, risks, issues, stakeholders, and quality under the Senior Project Manager.
  - Support Project Managers with complex project delivery, including budgeting.
  - Assist with stakeholder engagement, KPI monitoring, reporting, and recommending corrective actions where needed.
  - Contribute to risk and issue identification, mitigation, follow-up, escalation, and closure across internal and external teams.
  - Prepare project documentation such as financial appraisals, progress reports, cost reports, PRG/PAG papers, and grant funding applications.
  - Support procurement and management of consultants/contractors, deputise for Project Managers, uphold customer service standards, drive continuous improvement, and follow Health & Safety policies.
- Ensure that you follow and keep up to date with all 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 on site. On other days, working from home may be possible, depending on the work and the interaction required.



Working better together  
for our residents

## 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](#)

### Essential knowledge, experience and skills including qualifications and professional membership

- Experience in customer focussed roles preferably in a resident occupier environment.
- Understanding of changes in the Building Safety regulations
- Proven experience in presenting to internal and external stakeholders/customers
- Intermediate IT and systems skills including Microsoft office and excel.