

Project Officer – Housing Growth - Grade 12

Job Focus

To be read in conjunction with the Project Officer Job Profile which provides the full range of responsibilities across the function.

Kirklees Council has ambitious plans for housing development. The Housing Growth Team is responsible for delivering new homes across Kirklees by working with key partners, Council services, developers, and funders to unlock sites and build a mix of new homes including affordable, specialist and market housing, and promoting low carbon technologies and modern methods of construction. The driving force of the team is the huge satisfaction which comes from knowing that our work makes a tangible difference to our residents and businesses.

The projects the team work on are varied, and there are opportunities to work on strategic urban extensions, specialist housing, the repurposing of landmark and historic buildings, and work to secure temporary accommodation for those in urgent housing need

Housing Growth Officers lead or support the management of multi-disciplinary project teams to deliver these projects. Typically, this role involves working with a number of Council departments, with elected members and with external partners to deal with all facets of the housing development process. Our work is focussed on the process of preparing for and facilitating development e.g., feasibility, planning applications, funding, procurement, and contracts, rather than on construction project management.

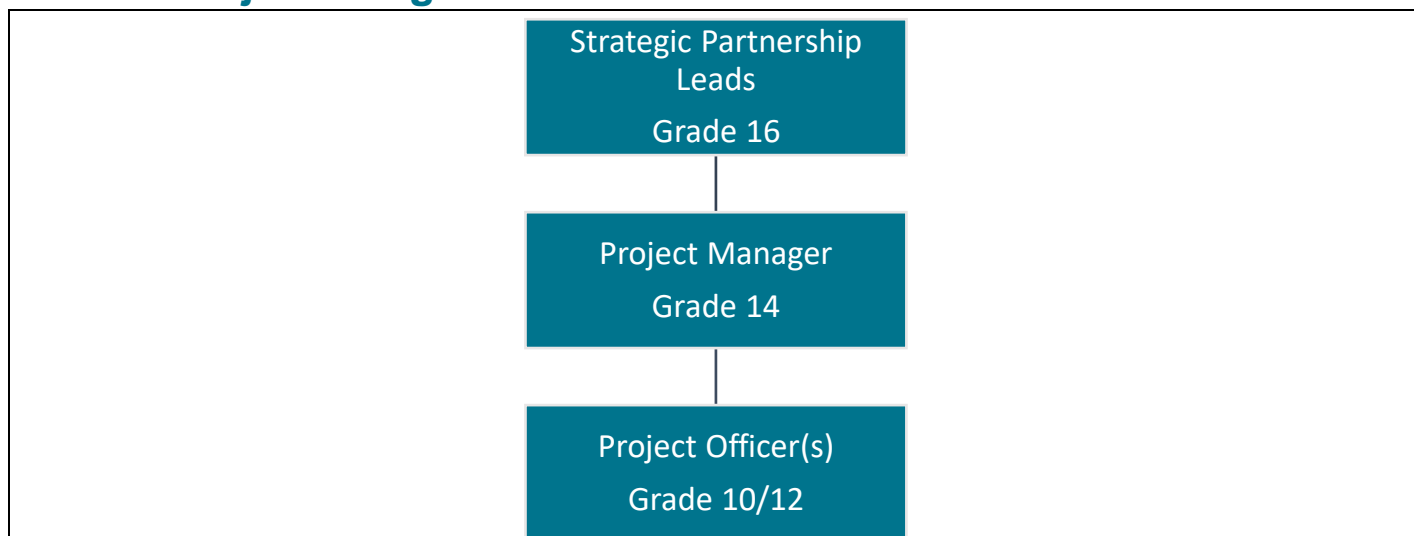
The driving force behind the products and projects delivered in the team is the overriding sense of satisfaction which comes from knowing that the work undertaken makes a tangible difference to our residents and businesses.

This role is based within [Place](#).

Key areas of responsibility

- Provide support, advice, and project management delivery for a range of Housing Growth projects.
- Manage and monitor delivery of complex projects ensuring that projects remain within agreed budgets and timescales.
- Maintain and manage key relationships with stakeholders, partners, and colleagues.
- Monitor and report on progress of projects being delivered.
- Ensure procurement and contract management is in line with Council procedures.
- Ensure that where required appropriate consultation is undertaken.
- Have and maintain up-to-date technical knowledge of Government housing policy and funding streams to ensure all opportunities for housing growth and development within Kirklees are maximised - assisting where appropriate in the development of business cases and funding applications.

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills, and experience | Shortlisting criteria |
|--|-----------------------|
| Recognised technical expertise and experience in Housing or Regeneration, including relevant legislation. | Essential |
| Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management. | Essential |
| Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership | Essential |
| Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes. | Essential |
| Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships. | Essential |
| Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation. | Essential |
| Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget. | Essential |
| Knowledge and understanding of procurement processes | Essential |
| Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives. | Desirable |
| Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports. | Desirable |
| High level of IT, literacy, and numeracy skills. | Essential |

For Office Use Only:

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| Job Category | Growth and Regeneration | Grading ID | 65650 |
| Job ID | 80101051 | Last Updated | May 2025 |
| Job Focus | Yes | Career Progression | No |

Contractual Variants

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|---------------|--------|------------------------|----|
| DBS Category | No | DBS Type | No |
| Health Check | No | Politically Restricted | No |
| 24/7 working | No | Public Holidays | No |
| Night Working | No | Alternating Pattern | No |
| Standby | No | Other | No |
| HR checked | M Lunn | | |