

Housing Capital Project Manager

Role Profile

Service: Strategic Development Team – Place Directorate
Band: Band 10
Reporting to: Senior Commercial Manager
Responsible for: No direct reports



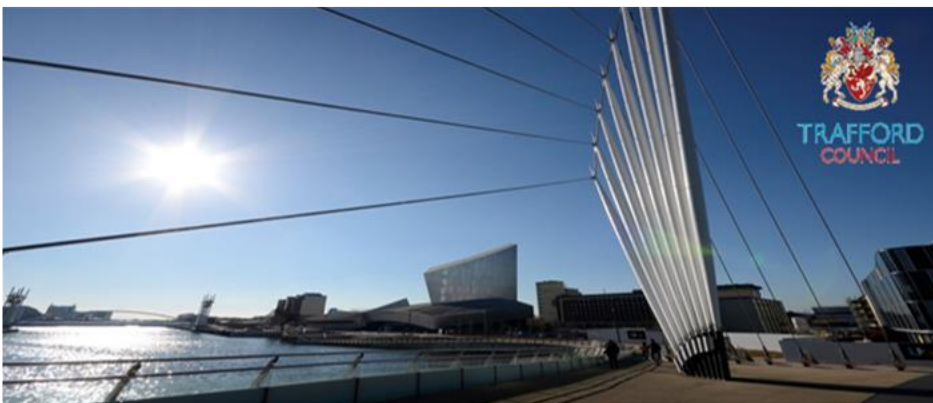
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Provide professional building surveying expertise across a residential housing portfolio, ensuring homes are safe, compliant, sustainable, and maintained to a high standard.
- Lead on property inspections, planned investment programmes, disrepair management, defect diagnosis, contract administration, and compliance with housing regulations and landlord obligations.
- Supports the Council's Estates Strategy, delivers value for money, and contributes to maintaining high levels of resident satisfaction.

Key Duties

Capital Programme Leadership

- Lead the planning, development and delivery of the Housing Capital Programme, ensuring alignment with Council priorities, asset management objectives and available funding.
- Develop annual and long-term investment programmes based on stock condition, compliance requirements, resident needs and asset performance data.
- Ensure projects are delivered to agreed timescales, budgets, quality standards and performance targets.
- Monitor programme delivery and provide regular performance, financial and risk reports to senior management.
- Identify and implement opportunities to improve service delivery, project management processes and programme performance.
- Develop and maintain effective relationships with residents, contractors, consultants and partner organisations.
- Ensure residents and stakeholders are appropriately informed and engaged throughout project delivery.

Building Surveys and Inspections

- Undertake property condition surveys and inspections, diagnosing defects and investment needs, and preparing technical reports, specifications and cost estimates to support planned maintenance and capital investment programmes.
- Manage capital budgets and expenditure, ensuring effective financial control and value for money.
- Monitor programme costs, commitments, forecasts and funding allocations.

Planned Maintenance and Capital Programme

- Manage the procurement and delivery of planned maintenance and capital works programmes, including preparation of specifications and tender documentation, contract administration, quality assurance, financial monitoring, and the use of asset data to inform investment priorities and long-term asset management planning.

Compliance & Health and Safety

- Ensure all capital works and planned maintenance programmes comply with relevant legislation, regulatory requirements and Council policies.
- Maintain compliance with requirements relating to:
 - Building Safety
 - Fire Safety
 - CDM Regulations
 - HHSRS
 - Decent Homes Standards
 - Landlord and Tenant legislation
 - Health and Safety legislation
- Lead the identification, management and mitigation of programme and project risks.
- Ensure appropriate quality assurance, health and safety monitoring and audit arrangements are in place throughout project delivery.
- Prepare project briefs, specifications, tender documentation and contract requirements.
- Lead Administer contracts in accordance with Joint Contracts Tribunal (JCT), New Engineering Contract (NEC) and other approved contract forms.
- Lead procurement activities and manage framework agreements in accordance with the Council's Procurement Rules and relevant legislation.
- Oversee surveys, technical investigations and property inspections undertaken by internal officers and external consultants.

- Review and approve technical specifications, schedules of work and investment proposals.

About You

Qualifications and Professional Development

- Degree in Building Surveying, Construction Management, or related discipline
- Professional membership of RICS, CIOB, CABE, or working towards chartership
- Evidence of continuous professional development

Experience and Knowledge

- Significant experience in building surveying or property maintenance
- Experience managing housing repair and investment programmes
- Experience diagnosing complex building defects
- Experience managing contractors and consultants
- Experience producing technical specifications and survey reports
- Strong knowledge of residential construction and housing maintenance
- Strong housing compliance and regulatory knowledge
- Understanding of:
 - Building Regulations
 - Housing legislation
 - Construction (Design and Management) Regulations
 - Damp, mould, and condensation management
 - Contract administration processes

Skills and abilities

- **Building condition and defect diagnosis:** able to assess building condition, diagnose defects, interpret technical information and identify practical and cost-effective solutions
- **Project management:** able to plan, coordinate and deliver complex housing capital projects to agreed quality, cost and timescales, effectively managing risk, resources and competing priorities
- **Financial and contract management:** able to assess costs, manage capital budgets and resources, monitor contractor performance and ensure value for money and contractual outcomes
- **Construction quality management:** able to monitor works against specifications and standards, identify quality and performance issues and implement effective corrective action
- **Analysis and decision-making:** able to analyse complex technical, financial, performance and asset information, identify risks and trends, and make sound, evidence-based recommendations
- **Communication and reporting:** able to communicate complex information clearly and produce concise reports, business cases, briefings and recommendations for specialist and non-specialist audiences
- **Stakeholder management:** able to build effective relationships and successfully engage, influence and negotiate with residents, contractors, consultants, colleagues, senior managers and other stakeholders
- **Strategic asset and service improvement:** able to apply asset management principles to investment planning, anticipate risks and opportunities, and deliver service improvements with a strong customer focus

Special Conditions

- Willing and able to regularly travel across sites within the Trafford Borough
- Occasional unsocial hours/weekend work may be required

Date prepared/revised	New role – 22/09/2026
Prepared/revised by	M Glynn / S Tranter / C Huber / C Gardner
Job Evaluation	17/09/2026

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications