



Homes
England

Date: 11 April 2022

Our Ref: RFI3786

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

Making homes happen

By Email Only

Information Governance Team
Homes England
Windsor House – 6th Floor
50 Victoria Street
London
SW1H 0TL

Dear [REDACTED]

RE: Request for Information – RFI3786

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (2004).

In our letter to you dated 17 March 2022, we had stated that we required additional time to respond to your request as a qualified exemption applied to some of the information that fell within the scope of your request. However, we have determined that the exemption at section 43(2) of the FOIA to withhold information that is commercial information is no longer engaged.

You requested the following information:

The request requires information about the government's Building Safety Fund process and team making decisions around applications on the building safety fund process.

I am requesting the following information.

1. Could you please provide me with the number of people that currently (as of 15 February 2022) work in the team....

1) Assessing applications for the £200m Private Sector ACM Cladding Remediation Fund ?

2) Assessing applications for the government's non-ACM Building Safety Fund?

3) If both funds are covered by just one team, could you give me the total number of staff working on this team?

2. Could you provide me with any literature or guidance provided to staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's Non-ACM cladding remediation fund? If the guidance covers both please send through that.

3. Could you provide me with job adverts and job descriptions for staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's non-ACM Building Safety fund? If the guidance covers both please send through that.

4. Could you provide me with a breakdown of the salaries (not mentioning any names) of those working as part of the government's team assessing applications for the £200m Private Sector ACM Cladding Remediation Fund and the

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government's non-ACM Building Safety Fund? I would like these in organogram form with salaries under respective roles. If these are covered by just one team, could you provide the above for that team.

Response

We can confirm that we do hold the information that falls within the scope of your request. We will address each of your questions in turn.

Statutory Regime

Section 39 FOIA explains that where information is "environmental" in nature, then the request should be handled in accordance with the EIR rather than FOIA. Regulation 2(1) of the EIR sets out the definition of "environmental information" which can be found here: [The Environmental Information Regulations 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk).

Homes England has determined that some information that falls within the scope of your request falls under both regimes and therefore we have advised in our response to each point raised which of the regimes has been applied to that part of your request.

- 1. *Could you please provide me with the number of people that currently (as of 15 February 2022) work in the team....***
 - 1) *Assessing applications for the £200m Private Sector ACM Cladding Remediation Fund ?***
 - 2) *Assessing applications for the government's non-ACM Building Safety Fund?***
 - 3) *If both funds are covered by just one team, could you give me the total number of staff working on this team?***

We can confirm that there are a total of 33 members of staff that work in the team.

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. To comply with this duty we are able to confirm that Homes England only deal with and hold information on remediation for ACM cladding. Furthermore, Homes England do not operate in London and therefore any information in relation to cladding/cladding remediation on properties in London will be held by the Greater London Authority (GLA). Requests for information to GLA can be submitted via the following link: [Freedom of information | London City Hall](#)

- 2. *Could you provide me with any literature or guidance provided to staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's Non-ACM cladding remediation fund? If the guidance covers both please send through that.***

We can confirm that we do hold information that falls within the scope of your request. However, we rely on Regulation 12(4)(e) of the EIR 2004 to withhold the information from disclosure.

Regulation 12(4)(e) – Internal Communications

Under regulation 12(4)(e) of the EIR, Homes England may refuse to disclose information to the extent the request involves the disclosure of internal communications.

In engaging the exception, it is only necessary that the information fall into the defined category, not that disclosure would have an adverse effect. However, under regulation 12(1)(b), the public authority can only withhold the



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information if, in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information. Furthermore, under regulation 12(2), it must apply a presumption in favour of disclosure.

Public Interest Test

Regulation 12(4)(e) is subject to the public interest test. Once the exception has been engaged it is then necessary to consider the balance of the public interest in maintaining the exception or disclosing the information.

Factors in favour of disclosure

- Homes England acknowledge that there is a presumption in disclosure regarding environmental information as well as a public interest in promoting transparency in how we undertake our work and allocate public money; and
- Homes England acknowledge that there is an interest from the public in how Homes England makes decisions and considers applications to our funding schemes, and that there is a level of transparency required from public servants making these decisions.

Factors in favour of withholding

- It is vital that Homes England have a 'safe space' to assess and deliberate decisions in relation to ongoing funding agreements with third parties. Homes England is responsible for ensuring that a significant amount of public money is allocated to partners effectively and in a way that best ensures value for money and ensures deliverability. The deliberations undertaken by Homes England in the withheld information detail internal decision making processes in relation to ongoing contractual milestones between Homes England and a third party. Disclosure would prejudice the ability of decision makers to make impartial judgements about ongoing contractual negotiations without fear of external scrutiny and undue pressure. This would not be in the public interest as it would be likely to prejudice our position in the market as the government's housing accelerator and effectively manage the public funds entrusted to us;
- Releasing the information at this moment in time would be likely to prejudice the Agency's private thinking space. To disclose internal communication whilst contracts for the grant funding are being negotiated would not be in the public interest. Homes England has a duty to maintain a level of protection for internal deliberation;
- The Information Tribunal has confirmed that the need for a safe space will be strongest when the information relates to a 'live' matter. In this case, the information reveals internal deliberations that would reveal ongoing contractual milestones that if not met, would constitute a fundamental default of the contract. If the information were public it would be likely that public pressure and external factors would detrimentally affect third parties' ability to achieve further approvals and measures necessary to meet their contractual obligations. This would be detrimental to the public interest as it could negate a substantial amount of public money already invested; and
- Disclosure of internal approval decisions would have a 'chilling effect' on Homes England's ability to progress with both current and future decisions and discussions regarding funding of this scheme. As previously stated, these discussions are currently ongoing and in relation to a live process. To disclose the information would result in a loss of frankness and candour in relation to continuing decisions about a large amount of public money and would damage the quality of these discussions. This would lead to poorer decision making which would directly affect spending of public money and decision making in relation to significant infrastructure works that will impact a large number of people. It is vital that the quality of these decisions is as robust as possible to ensure these decisions are made effectively and in the public interest.
- Homes England has been unable to identify a wider public interest in disclosing the information requested.



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Having considered the arguments for and against disclosure of the information, we have concluded that at this time, the balance of the public interest favours non-disclosure and there is not a wider public interest in disclosing the information requested.

The full text of Regulation 12(4)(e) in the legislation can be found via the following link: [The Environmental Information Regulations 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk).

3. Could you provide me with job adverts and job descriptions for staff members currently working in the team that assesses applications for the £200m private ACM remediation fund and the government's non-ACM Building Safety fund? If the guidance covers both please send through that.

We can inform you that we do hold the information that you have requested. Please find attached as Annex A, a copy of the job adverts and job descriptions for staff members currently working in the Building Safety team. However, we rely on Section 40 (2) of the FOIA to withhold some of the information from disclosure.

Section 40 – Personal information

We have redacted information on the grounds that it constitutes third party personal data and therefore engages section 40(2) of the FOIA.

To disclose personal data, such as names, contact details and email addresses could lead to the identification of third parties and would breach one or more of the data protection principles.

Section 40 is an absolute exemption which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exemption is engaged.

The full text in the legislation can be found on the following link:

<https://www.legislation.gov.uk/ukpga/2000/36/section/40>

4. Could you provide me with a breakdown of the salaries (not mentioning any names) of those working as part of the government's team assessing applications for the £200m Private Sector ACM Cladding Remediation Fund and the government's non-ACM Building Safety Fund? I would like these in organogram form with salaries under respective roles. If these are covered by just one team, could you provide the above for that team.

We can inform you that we do hold the information that you have requested. Please find attached as Annex B, a breakdown of the salaries for each of the respective roles.



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Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled you may request an internal review by writing to;

The Information Governance Team
Homes England – 6th Floor
Windsor House
50 Victoria Street
London
SW1H 0TL

Or by email to infogov@homesengland.gov.uk

You may also complain to the Information Commissioner however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team
For Homes England

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Homes England

Regional Programme Lead

📍 Remote

Salary: £51,258 - £61,509

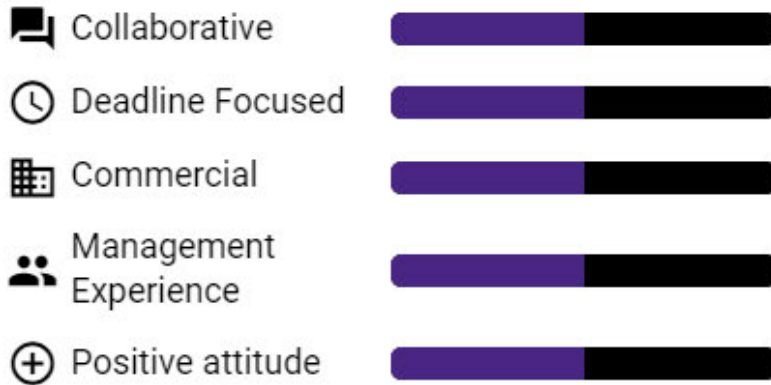
Working Pattern: 1

Contract Type: 4

[Apply Now](#)



Qualities Needed



Supporting Documents



Senior Manager Regional Programme Lead - JD .doc

Add Job Title here

Closing Date: 21/12/21

What we offer...

What we offer...

We understand how important life is outside of work so, as well as competitive salary and 33 days annual leave, we are totally committed to flexible working. We'll support you, wherever possible, so that you don't miss out on what truly matters to you.

If you do ever need a little bit of extra help we have a great employee assistance programme, financial well-being support and access to loads of great discounts with leading high street names.

Our range of network groups are also there to support you to truly be yourself at work and play a key role in helping shape our future.

If you are a member of a professional body we'll pay for your membership and once you get your top of the range digital kit you'll be good to go in one of our great offices.

A bit about the role...

The Building Safety Fund is a £4.5bn cladding remediation fund where Homes England act as delivery partner, alongside the GLA. We work closely with DLUHC and GLA plus applicant organisations and their consultants to add pace to remediation alongside administering the funding. This is a high profile, fast paced, pressured role that requires discretion, focus and adaptability.

As a Regional Programme Lead, you will be leading a team of 4 or 5 Senior Specialist caseworkers who each manage a caseload of c.20 applications, total value of c£300m. The caseworkers are external facing, building relationships with the applicant's teams to understand what is happening on each project and report that weekly, as well as working closely to identify and resolve issues, taking action as appropriate to do so and escalating to you as required. You are accountable for the actions of your team and ensuring they are taking all appropriate actions to move applications forward.

You will be part of the Building Safety Fund management team of 8, ensuring the fund is administered in accordance with the required diligence processes, working to resolve and escalate issues, checking and approving applications through the process and building strategic relationships with senior staff in our applicant and consultant organisations to ensure pace in remediation. You will work closely with DLUHC to resolve issues and with our external legal and technical advisors.

A bit about you...

You will have experience of working on the delivery of the current unsafe cladding remediation Funds, given the short-term nature of this post and the need to get up to speed as quickly as possible. You need to be able to manage change well and be able to communicate this and the effect on process easily.

You will need to be resilient and comfortable managing stakeholders at a senior level and your discussions will always be shaped by a good understanding of the application process, the remediation process and how we can negotiate and persuade our partners to deliver quickly.

We are looking for an experienced professional who understands process and change and an excellent relationship manager and leader.

Who are we?

We are the Government's national housing agency. Our role is to accelerate the pace of housebuilding across the country, particularly in areas where there are the most serious affordability issues – meaning people are struggling to find homes.

We have the appetite, influence, expertise, and resources to drive positive market change and meet the Government's ambition to deliver 300,000 new homes a year. We are using our land, influence, funds, and knowledge to increase the pace, scale and quality of new homes accelerating delivery in areas of greatest demand and helping create great places to live. Within the next few years, we will have invested over £27 billion across our programmes. To deliver against these aims we're building a different kind of public service - join us to help make this happen.

We would encourage all applicants to apply as soon as possible as we may close vacancies early should we receive a high number of applications. We also encourage you to apply using the full application option as opposed to quick apply, this is especially important if you would like to indicate to us that you would like to be considered under the disability confident scheme.

Please note that Homes England are currently consulting on a pay and grading review. We will share information with candidates about the outcome of this review and any impact that this may have on this role throughout the recruitment process.

If you are an internal applicant you will be subject to our interim pay controls, details of which can be found on the intranet.

You might also consider

HOMES ENGLAND ROLE PROFILE

Role	Regional Programme Lead Building Safety Fund	Directorate	Corporate Services
Reports To	Head of Building Safety Fund	Section	Building Remediation Team
Post Reference	tmp	Grade	Senior Specialist

Purpose of the Role

Give a brief overview of the job, its context in Homes England and the contribution it makes

Government has announced £4.5bn to fund the Building Safety Fund; Homes England is acting as one of two Delivery Partners for the first £1bn and expects to be commissioned to deliver a further share of the additional funding, subject to Spending Review outcomes and Secretary of State review.

The post holder will support the successful operation and delivery of the Fund by acting as a Regional programme lead on a day-to-day basis, managing a team of caseworkers who are taking applications forward through the approval process, to start on site and final payments, necessitating close working and an effective relationship with DLUHC, grant applicants and our external professional technical and legal advisers who will support the diligence and contracting requirements of the Fund. The post holder will contribute to internal reporting and briefings and will need to liaise with a range of Homes England staff accordingly. The post holder will also have a thematic lead with the wider Team and will be a member of the BSF Team's senior management which have collective responsibility for overall delivery in the widest sense.

The Fund has a high profile politically and a high degree of sensitivity. We are looking therefore for someone with experience of managing and delivering high profile projects and/or funding programmes. Experience of working on construction projects and with developers and contractors will be a distinct advantage.

The postholder will also get involved in the broader building safety work of the building remediation team.

Main Duties and Key Accountabilities of the jobholder

List the main duties below

Supporting day to day management, delivery, monitoring and reporting on the Fund as a Regional Programme Lead.

Managing a team who are caseworking a number of individual Fund applications and managing them from their current position through the approval process to contracting and payments.

Close partnership working with colleagues at the Department of Levelling Up, Housing and Communities (DLUHC) to ensure the programme is meeting strategic and commercial objectives.

Supporting programme lead at Homes England as part of programme governance both internally and externally (DLUHC)

Line management and member of a delivery team which includes external technical and legal specialists responsible for contracting and diligence.

Thematic responsibilities and lead within the Team.

To work collaboratively across teams and undertake work as necessary to fulfil the objectives of Homes England

Experienced individual, including relevant programme/project management experience.

Able to demonstrate an understanding of the wider Government housing agenda;

Working Relationships and Contacts

Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with

The post holder will be expected to develop strong working relationships with a wide range of individuals in the private and public sector, for example:

- Policy and Finance colleagues at DLUHC and HM Treasury
- Responsible staff in organisations making applications for funding.
- Homes England corporate teams and the wider Investment function
- Our external professional advisors who support programme delivery.

Role Requirements

Qualifications (academic and professional, knowledge, skills and experience required to do the job):

Degree level qualification or equivalent experience

Experience in programme and project management;

Experience in large scale, unsafe cladding remediation funding programmes

Ability to work to tight deadlines.

Ability to adapt to a constantly changing environment.

Trust and integrity when dealing with sensitive and confidential information

Ability to work independently

Strong communication skills and ability to work quickly and effectively under pressure. Strategic understanding and thinking.

Experience in using relevant software and systems

Appreciate the wider risk aspects of proposals

Leadership and motivation of Team

Homes England Competency Framework & Values

The following define the Homes England Competency Framework applicable to all staff at Homes England, please refer to the framework to understand the Effective Behaviours which underpin this role.

Strategic Thinker

- Considers and understands own role and contribution in delivering Homes England priorities and the bigger picture.
- Looks for patterns and relationships across differing and varied sources; continually develops clear strategies and plans for the future

Creative Thinker

- Challenging the conventional way of doing things
- Generates new ideas and commercial solutions in order to improve performance and delivery.

Analysis and Planning

- Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise.
- Works quickly and accurately through the planning and prioritising of own workload.

Leadership

- Everyone in Homes England has the potential to lead.
- Articulates the vision in a clear and transparent way; role models through being clearly visible as a leader.
- Manages change effectively; develops and retains talented people through a clear focus on people development and knowledge management.
- Promotes team working.
- Everyone has the responsibility to take ownership of challenges and problems and seek to resolve them.

Networking and Influencing

- Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and Homes England influence.
- Shows sound emotional maturity which has a positive impact when working with stakeholders.

Communication

- Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.

Focus on results

- Achieves results through a positive approach.
- Focuses on goals and targets.
- Looks critically at systems, policies, processes and procedures.
- Is able to contextualise KOPs and use to drive successful outcomes and improvements.
- Enables effective teamwork by encouraging the team to achieve more through combined efforts than by the sum of all their individual parts.
- Ensures Performance Management processes are used to support and improve staff development, competency and results.

Our Values:

- Ambitious – We always strive for more and believe in better.
- Creative – We're always thinking up new ideas and disrupting the status quo.
- Collaborative – We work together to get things done.
- Diverse – We value everybody as an individual, and in their thoughts and ideas.
- Commercial – We are professionals who achieve value for money.
- Learning – We can always do better, share what we know and admit our mistakes.

General Responsibilities

Standard to all Homes England role profiles

- To adhere to Homes England's Equality and Diversity and Equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with Homes England Health and Safety policies.
- To demonstrate Homes England core values in all working relationships within the workplace
- To work in accordance with Homes England Data Protection Policies and adhere to Homes England Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.



Homes England

Senior Manager Building Remediation - Casework

📍 Remote

Salary: £43,523 - £51,203


Working Pattern: 1

Contract Type: 4

[Apply Now](#)



Qualities Needed

-  Collaborative 
-  Commercial 
-  Deadline Focused 
-  Positive attitude 

Supporting Documents



JD - Senior Manager Building Remediation - Casework .pdf

Supporting Documents



JD - Senior Manager Building Remediation -
Casework
[.pdf](#)

2 Year Fixed term Contact

What we offer...

We understand how important life is outside of work so, as well as competitive salary and 33 days annual leave, we are totally committed to flexible working. We'll support you, wherever possible, so that you don't miss out on what truly matters to you.

If you do ever need a little bit of extra help we have a great employee assistance programme, financial well-being support and access to loads of great discounts with leading high street names.

Our range of network groups are also there to support you to truly be yourself at work and play a key role in helping shape our future.

If you are a member of a professional body we'll pay for your membership and once you get your top of the range digital kit you'll be good to go in one of our great offices (or at home!)

A bit about the role...

The Building Safety Fund is a £4.5bn cladding remediation fund where Homes England act as delivery partner, alongside the Greater London Authority (GLA). We work closely with the Department for Levelling Up, Housing and Communities (DLUHC) and GLA plus applicant organisations and their consultants to add pace to remediation alongside administering the funding. This is a high profile, fast paced, pressured role that requires discretion, focus and adaptability.

As a Senior Manager in building remediation , you will manage a portfolio of cases c.20 applications, with a total value of c£100m. Whilst you will have a portfolio of cases, you will not manage the delivery of these projects, you will be external facing, building relationships with applicants' teams to understand what is happening on each project and reporting this information on a weekly basis to DLUHC. You will work closely with applicants to identify and resolve issues, taking action as appropriate to do so and escalating as required. Throughout the process you will also work closely with our external legal and technical advisors.

Our teams are split in to two phases, one team will take the applicant from the initial eligibility into the fund, through the application process and pre-construction phase to contracting, start on site and first payment. The other team will take the cases from start on site to required completion, including on site monitoring, all variations and final grant payments.

A bit about you...

You will have experience of working in construction, it is highly desirable that you have experience of the remediation of unsafe cladding and working in the central government space. You need to be able to manage change well and its effect on process. Due to the fast pace of the programme, you will need the ability to get up to speed as quickly as possible.

You will need to be resilient and comfortable managing stakeholders at a senior level and your discussions will always need to be shaped by a good understanding of the application process, the remediation process and how we can support and encourage our partners to deliver quickly.

We are looking for an experienced professional who understands process, change management and is an excellent stakeholder and relationship manager.

Who are we?

We are the Government's national housing agency. Our role is to accelerate the pace of housebuilding across the country, particularly in areas where there are the most serious affordability issues – meaning people are struggling to find homes.

We have the appetite, influence, expertise, and resources to drive positive market change and meet the Government's ambition to deliver 300,000 new homes a year. We are using our land, influence, funds, and knowledge to increase the pace, scale and quality of new homes accelerating delivery in areas of greatest demand and helping create great places to live. Within the next few years, we will have invested over £27 billion across our programmes. To deliver against these aims we're building a different kind of public service - join us to help make this happen.

We would encourage all applicants to apply as soon as possible as we may close vacancies early should we receive a high number of applications. We also encourage you to apply using the full application option as opposed to quick apply, this is especially important if you would like to indicate to us that you would like to be considered under the disability confident scheme.

Homes England are a geographically diverse community. We are all hybrid working at the moment spending some of our time working from home and some based at our offices which are spread across England. The wellbeing of our colleagues remains one of our top priorities.

Please note that Homes England are currently consulting on a pay and grading review. We will share information with candidates about the outcome of this review and any impact that this may have on this role throughout the recruitment process.

You might also consider

HOMES ENGLAND ROLE PROFILE

Role	Senior Manager Building Remediation Casework	Directorate	Corporate Services
Reports To	Head of Building Remediation	Section	Building Remediation Team
Post Reference		Grade	Senior Specialist

Purpose of the Role

Give a brief overview of the job, its context in Homes England and the contribution it makes

Government has announced £4.5bnbn to fund remediation of non-aluminium composite materials from buildings 18m plus and Homes England are acting as the delivery partner to government for this fund alongside two ACM remediation funds. Remediation work will be delivered by private sector organisations of varying degrees of competence and capacity with some requiring a lot of support and advice which caseworkers will need to provide. Our applicants are not 'trusted' partners in the same way that social landlords are, and many will also have no experience of working with government and therefore no familiarity with what we may think are our standard grant processes and terms and conditions.

The post holder will act as a principal Relationship Manager, aiming to build successful relationships with the range of organisations working on fund applications, with the aim of proactively promoting pace in fund delivery and remediation of unsafe cladding. The post holder will manage a portfolio of around 20 applications, working with a range of external organisations to support the successful operation and delivery of the Fund on a day to day basis. The post holder will work with the Applicant and their representatives to take applications forward through the approval process, to contracting, start on site stage and then payment of grant, as quickly as possible. This involves the post holder proactively challenging pace, identifying issues and working to resolve them appropriately and escalating problems that are not being resolved. The post holder will be responsible for ensuring sufficient progress is made and will be held accountable for issues not identified or resolved in good time. Post holders will need to follow guidance consistently, and be good with detail, but must also be able to manage change over which they have little control, eg changes in the target operating model for the Funds. The role necessitates close working and an effective relationship with DLUHC, building freeholders, developers, managing agents, consultants and project teams and our external professional technical and legal adviser organisations who will undertake the diligence and contracting requirements of the Fund. The post holder will contribute to internal and external reporting and briefings and will need to liaise with a range of Homes England staff accordingly.

This work has a high profile politically and is high risk from a Homes England reputational point of view. The role requires a high degree of discretion and sensitivity but also directness and the ability to solve problems and drive progress. We are looking therefore for someone with experience of managing and delivering high profile projects and/or funding programmes. Experience of working on construction projects and with developers and contractors will be a distinct advantage.

The postholder will also get involved in the broader building remediation work of the Team.

Main Duties and Key Accountabilities of the jobholder

List the main duties below

- Act as lead relationship manager for Homes England for a portfolio of 12 – 25 fund applications (valued c £60 – £150 million), ensuring they move from initial fund application to approval of funding, contracting, starting work on site and practical completion to final payment,
- Responsible for supporting day to day management, delivery, monitoring and reporting on these applications, including checking accuracy of application data; reporting for approvals and making fund payments, such data being reported directly to DLUHC as a record of progress on the Fund
- Build effective relationships with staff from Managing Directors to Senior Managers from a wide range of private sector organisations working on applications including building freeholders, Directors of Management Companies and agents; consultants, engineers and contractors plus our own Technical and Legal Advisors.
- Promoting pace in remediation applications, through engagement with applicants and their representatives at all levels, using all available methods, and being responsible for decisions regarding escalation, instruction of external support and other measures.
- Proactively identify and resolve problems to both prevent issues and delays occurring and resolving them when they do occur, through decisions regarding interventions and escalation.
- Be responsible and accountable for progress on a portfolio of applications, being able to report accurately and in a timely manner on progress and to account for delays and issues.
- To ensure the applicant is not only progressing the fund application but also the procurement of their contractors and the remediation work on site.
- Close partnership working with colleagues at all levels at the Department of Levelling Up, Housing and Communities (DLUHC) from policy, technical, legal and finance teams to ensure the programme is meeting strategic and commercial objectives;
- Supporting the programme at Homes England as part of programme governance both internally and externally (DLUHC)
- Day to day management of a delivery team which includes applicant organisations, external technical and legal specialists responsible for contracting and diligence.
- To work collaboratively across teams and undertake work as necessary to fulfil the objectives of Homes England
-

Working Relationships and Contacts

Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with

The post holder will be expected to develop strong working relationships with a wide range of individuals in the private and public sector, for example:

- Policy, Finance and Technical colleagues at DLUHC.
- Senior responsible staff in private sector organisations making applications for funding – freeholder: Directors of Management Companies and agents; consultants, engineers and contractors plus our own Technical and Legal Advisors.
- Homes England corporate teams and the wider Investment function
- Our external professional advisors who support programme delivery.

Role Requirements

Qualifications (academic and professional, knowledge, skills and experience required to do the job):

Degree level qualification or equivalent experience

Knowledge of the procurement and construction processes relevant to remediation of cladding. Ability to work to tight deadlines and follow a consistent process

Ability to adapt quickly and proactively to a constantly changing environment.

Trust, discretion and integrity when dealing with sensitive and confidential information and in a high profile operating environment

Ability to work independently and as a team player

Strong relationship management and communication skills and ability to work quickly and effectively under pressure.

Strategic understanding and thinking.

Experience in using relevant software and systems

Appreciate the wider risk aspects of the cladding remediation Funds

Leadership and motivation of Team

Homes England Competency Framework & Values

The following define the Homes England Competency Framework applicable to all staff at Homes England, please refer to the framework to understand the Effective Behaviours which underpin this role.

Strategic Thinker

- Considers and understands own role and contribution in delivering Homes England priorities and the bigger picture.
- Looks for patterns and relationships across differing and varied sources; continually develops clear strategies and plans for the future

Creative Thinker

- Challenging the conventional way of doing things
- Generates new ideas and commercial solutions in order to improve performance and delivery.

Analysis and Planning

- Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise.
- Works quickly and accurately through the planning and prioritising of own workload.

Leadership

- Everyone in Homes England has the potential to lead.
- Articulates the vision in a clear and transparent way; role models through being clearly visible as a leader.
- Manages change effectively; develops and retains talented people through a clear focus on people development and knowledge management.
- Promotes team working.
- Everyone has the responsibility to take ownership of challenges and problems and seek to resolve them.

Networking and Influencing

- Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and Homes England influence.
- Shows sound emotional maturity which has a positive impact when working with stakeholders.

Communication

- Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.

Focus on results

- Achieves results through a positive approach.
- Focuses on goals and targets.

- Looks critically at systems, policies, processes and procedures.
- Is able to contextualise KOPs and use to drive successful outcomes and improvements.
- Enables effective teamwork by encouraging the team to achieve more through combined efforts than by the sum of all their individual parts.
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Our Values:

- Ambitious – We always strive for more and believe in better.
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General Responsibilities

Standard to all Homes England role profiles

- To adhere to Homes England's Equality and Diversity and Equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with Homes England Health and Safety policies.
- To demonstrate Homes England core values in all working relationships within the workplace
- To work in accordance with Homes England Data Protection Policies and adhere to Homes England Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.



Senior Manager Building Remediation - Casework

Remote

Salary: £43,523 - £51, 203

Working Pattern: 1

Contract Type: 4

[Apply Now](#)



Qualities Needed

- Collaborative
- Commercial
- Deadline Focused
- Positive attitude

Supporting Documents



JD - Senior Manager Building Remediation - Casework .pdf

18 Months Fixed term Contact

What we offer...

We understand how important life is outside of work so, as well as competitive salary and 33 days annual leave, we are totally committed to flexible working. We'll support you, wherever possible, so that you don't miss out on what truly matters to you.

If you do ever need a little bit of extra help we have a great employee assistance programme, financial well-being support and access to loads of great discounts with leading high street names.

Our range of network groups are also there to support you to truly be yourself at work and play a key role in helping shape our future.

If you are a member of a professional body we'll pay for your membership and once you get your top of the range digital kit you'll be good to go in one of our great offices (or at home!)

A bit about the role...

The Building Safety Fund is a £4.5bn cladding remediation fund where Homes England act as delivery partner, alongside the Greater London Authority (GLA). We work closely with the Department for Levelling Up, Housing and Communities (DLUHC) and GLA plus applicant organisations and their consultants to add pace to remediation alongside administering the funding. This is a high profile, fast paced, pressured role that requires discretion, focus and adaptability.

As a Senior Manager in building remediation, you will manage a portfolio of cases c.20 applications, with a total value of c£100m. Whilst you will have a portfolio of cases, you will not manage the delivery of these projects, you will be external facing, building relationships with applicants' teams to understand what is happening on each project and reporting this information on a weekly basis to DLUHC. You will work closely with applicants to identify and resolve issues, taking action as appropriate to do so and escalating as required. Throughout the process you will also work closely with our external legal and technical advisors.

Our teams are split in to two phases, one team will take the applicant from the initial eligibility into the fund, through the application process and pre-construction phase to contracting, start on site and first payment. The other team will take the cases from start on site to required completion, including on site monitoring, all variations and final grant payments.

A bit about you...

You will have experience of working in construction, it is highly desirable that you have experience of the remediation of unsafe cladding and working in the central government space. You need to be able to manage change well and its effect on process. Due to the fast pace of the programme, you will need the ability to get up to speed as quickly as possible.

You will need to be resilient and comfortable managing stakeholders at a senior level and your discussions will always need to be shaped by a good understanding of the application process, the remediation process and how we can support and encourage our partners to deliver quickly.

We are looking for an experienced professional who understands process, change management and is an excellent stakeholder and relationship manager.

Who are we?

We are the Government's national housing agency. Our role is to accelerate the pace of housebuilding across the country, particularly in areas where there are the most serious affordability issues – meaning people are struggling to find homes.

We have the appetite, influence, expertise, and resources to drive positive market change and meet the Government's ambition to deliver 300,000 new homes a year. We are using our land, influence, funds, and knowledge to increase the pace, scale and quality of new homes accelerating delivery in areas of greatest demand and helping create great places to live. Within the next few years, we will have invested over £27 billion across our programmes. To deliver against these aims we're building a different kind of public service - join us to help make this happen.

We would encourage all applicants to apply as soon as possible as we may close vacancies early should we receive a high number of applications. We also encourage you to apply using the full application option as opposed to quick apply, this is especially important if you would like to indicate to us that you would like to be considered under the disability confident scheme.

Homes England are a geographically diverse community. We are all hybrid working at the moment spending some of our time working from home and some based at our offices which are spread across England. The wellbeing of our colleagues remains one of our top priorities.

Please note that Homes England are currently consulting on a pay and grading review. We will share information with candidates about the outcome of this review and any impact that this may have on this role throughout the recruitment process.

You might also consider

HOMES ENGLAND ROLE PROFILE

Role	Senior Manager Building Remediation Casework	Directorate	Corporate Services
Reports To	Head of Building Remediation	Section	Building Remediation Team
Post Reference		Grade	Senior Specialist

Purpose of the Role

Give a brief overview of the job, its context in Homes England and the contribution it makes

Government has announced £4.5bnbn to fund remediation of non-aluminium composite materials from buildings 18m plus and Homes England are acting as the delivery partner to government for this fund alongside two ACM remediation funds. Remediation work will be delivered by private sector organisations of varying degrees of competence and capacity with some requiring a lot of support and advice which caseworkers will need to provide. Our applicants are not 'trusted' partners in the same way that social landlords are, and many will also have no experience of working with government and therefore no familiarity with what we may think are our standard grant processes and terms and conditions.

The post holder will act as a principal Relationship Manager, aiming to build successful relationships with the range of organisations working on fund applications, with the aim of proactively promoting pace in fund delivery and remediation of unsafe cladding. The post holder will manage a portfolio of around 20 applications, working with a range of external organisations to support the successful operation and delivery of the Fund on a day to day basis. The post holder will work with the Applicant and their representatives to take applications forward through the approval process, to contracting, start on site stage and then payment of grant, as quickly as possible. This involves the post holder proactively challenging pace, identifying issues and working to resolve them appropriately and escalating problems that are not being resolved. The post holder will be responsible for ensuring sufficient progress is made and will be held accountable for issues not identified or resolved in good time. Post holders will need to follow guidance consistently, and be good with detail, but must also be able to manage change over which they have little control, eg changes in the target operating model for the Funds. The role necessitates close working and an effective relationship with DLUHC, building freeholders, developers, managing agents, consultants and project teams and our external professional technical and legal adviser organisations who will undertake the diligence and contracting requirements of the Fund. The post holder will contribute to internal and external reporting and briefings and will need to liaise with a range of Homes England staff accordingly.

This work has a high profile politically and is high risk from a Homes England reputational point of view. The role requires a high degree of discretion and sensitivity but also directness and the ability to solve problems and drive progress. We are looking therefore for someone with experience of managing and delivering high profile projects and/or funding programmes. Experience of working on construction projects and with developers and contractors will be a distinct advantage.

The postholder will also get involved in the broader building remediation work of the Team.

Main Duties and Key Accountabilities of the jobholder

List the main duties below

- Act as lead relationship manager for Homes England for a portfolio of 12 – 25 fund applications (valued c £60 – £150 million), ensuring they move from initial fund application to approval of funding, contracting, starting work on site and practical completion to final payment,
- Responsible for supporting day to day management, delivery, monitoring and reporting on these applications, including checking accuracy of application data; reporting for approvals and making fund payments, such data being reported directly to DLUHC as a record of progress on the Fund
- Build effective relationships with staff from Managing Directors to Senior Managers from a wide range of private sector organisations working on applications including building freeholders, Directors of Management Companies and agents; consultants, engineers and contractors plus our own Technical and Legal Advisors.
- Promoting pace in remediation applications, through engagement with applicants and their representatives at all levels, using all available methods, and being responsible for decisions regarding escalation, instruction of external support and other measures.
- Proactively identify and resolve problems to both prevent issues and delays occurring and resolving them when they do occur, through decisions regarding interventions and escalation.
- Be responsible and accountable for progress on a portfolio of applications, being able to report accurately and in a timely manner on progress and to account for delays and issues.
- To ensure the applicant is not only progressing the fund application but also the procurement of their contractors and the remediation work on site.
- Close partnership working with colleagues at all levels at the Department of Levelling Up, Housing and Communities (DLUHC) from policy, technical, legal and finance teams to ensure the programme is meeting strategic and commercial objectives;
- Supporting the programme at Homes England as part of programme governance both internally and externally (DLUHC)
- Day to day management of a delivery team which includes applicant organisations, external technical and legal specialists responsible for contracting and diligence.
- To work collaboratively across teams and undertake work as necessary to fulfil the objectives of Homes England
-

Working Relationships and Contacts

Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with

The post holder will be expected to develop strong working relationships with a wide range of individuals in the private and public sector, for example:

- Policy, Finance and Technical colleagues at DLUHC.
- Senior responsible staff in private sector organisations making applications for funding – freeholder: Directors of Management Companies and agents; consultants, engineers and contractors plus our own Technical and Legal Advisors.
- Homes England corporate teams and the wider Investment function
- Our external professional advisors who support programme delivery.

Role Requirements

Qualifications (academic and professional, knowledge, skills and experience required to do the job):

Degree level qualification or equivalent experience

Knowledge of the procurement and construction processes relevant to remediation of cladding. Ability to work to tight deadlines and follow a consistent process

Ability to adapt quickly and proactively to a constantly changing environment.

Trust, discretion and integrity when dealing with sensitive and confidential information and in a high profile operating environment

Ability to work independently and as a team player

Strong relationship management and communication skills and ability to work quickly and effectively under pressure.

Strategic understanding and thinking.

Experience in using relevant software and systems

Appreciate the wider risk aspects of the cladding remediation Funds

Leadership and motivation of Team

Homes England Competency Framework & Values

The following define the Homes England Competency Framework applicable to all staff at Homes England, please refer to the framework to understand the Effective Behaviours which underpin this role.

Strategic Thinker

- Considers and understands own role and contribution in delivering Homes England priorities and the bigger picture.
- Looks for patterns and relationships across differing and varied sources; continually develops clear strategies and plans for the future

Creative Thinker

- Challenging the conventional way of doing things
- Generates new ideas and commercial solutions in order to improve performance and delivery.

Analysis and Planning

- Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise.
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- Everyone in Homes England has the potential to lead.
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Job Description and Person Specification

Analyst Building Remediation

Department	Corporate Services
Reports To	Lead Business Analyst
Grade	Analyst
Location	Home worker
JD reference	TMP485, TMP486, TMP487
Post Reference	TMP485, TMP486, TMP487
Direct Reports	N/A
Budget Managed	N/A

Job Purpose

Government have announced an additional £3.5bn to add to the £1bn of existing funding to remediate unsafe non-ACM cladding on buildings of 18m or over. Homes England Building Remediation Team operates the BSF Fund for the whole of England, outside of London.

To support the Building Remediation the postholder will analyse all the data for the fund, identify where there are trends, anomalies and issues with the data and support with all data validation. A key component of the role is to produce reports for the internal programme team and for DLUHC on a weekly basis. The post holder will also work closely with the caseworkers in the Building Remediation team, to ensure integrity of the data and perform basic admin.

Key Relationships

The post holder will be expected to develop effective working relationships with a wide range of individuals in the private and public sector, for example:

- Caseworkers and Managers in the existing Building Safety Fund
- Homes England corporate teams and the wider Investment function
- Our external professional advisors who support programme delivery

Key accountabilities and responsibilities

1. Overall data analysis, identifying trends, anomalies, and any issues
2. Perform data integrity on internal Management Information
3. Data cleanse of Management Information
4. Report Production
5. Support day to day management, delivery, monitoring and reporting on the Fund
6. Support the programme leads at Homes England as part of programme governance, both internally and externally (DLUHC).

7. Work collaboratively across teams and undertake work as necessary to fulfil the objectives of Homes England.
8. Feed into reporting improvement as an when necessary

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

Key skills and knowledge

1. Graduate entry level or equivalent experience.
2. Advanced Excel knowledge
3. Good with numbers/financial calculations
4. Strong stakeholder management, good communication skills (in writing and verbally) and good relationship management.
5. Understanding of project management methodology (risks/issues/dependencies/mitigations).
6. Can manage significant levels of change and can adapt to a constantly changing environment.
7. The ability to work quickly and effectively under pressure, with the ability to work to tight deadlines.
8. Can think strategically and understand issues from a broad perspective.
9. Team worker and self-starter has to work well with other people but be able to motivate themselves and plan and manage their own workload independently.
10. Displays trust and integrity when dealing with sensitive and confidential information.

Key competencies

1. Can understand and analyse complex information
2. Analyse data and produce reports
3. Displays a 'can do' attitude and has a positive approach and outlook.
4. Power BI experience – desirable

Key performance measures

1. Will be expected to produce MI reporting data weekly
2. All data is accurate and complete

Values and key behaviours

Collaborate – works with project teams and other professionals to establish improvements in the level of assurance and to deconstruct complex problems and identify potential solutions.

Commercial – understands the pre-construction process, including procurement and tender evaluation in trying to achieve and demonstrate value for money. Also understands the relationship between time and cost and can work with others to establish a reliable timeline of events that are as efficient and can be relied upon.

Learning – uses experience of reviews carried out, to identify themes, trends and potential solutions and works with other team members and management to use this learning to feed into future operations as appropriate.

Homes England Values	
Role model and live our values and behaviours in everything you do and celebrate success through others	
Core Values	Key Behaviours
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		AD Building Remediation (£73k - £98k)			
Head Of Fund - PSCRF (£59k – 80k)		Head Of Fund BSF (£59k - £80k)	Business analyst BSF/PSCRF (£50k - £68k)	Business analyst BSF/PSCRF (£43k - £58k)	Data analyst BSF/PSCRF (£29k - £40k)
Caseworker PSCRF (£43k - £58k)	Regional Programme Lead BSF (£50k - £68k)	Regional Programme Lead BSF (£50k - £68k)	Regional Programme Lead BSF (£50k - £68k)	Regional Programme Lead BSF (£50k - £68k)	Regional Programme Lead BSF (£50k - £68k)
Caseworker PSCRF (£43k - £58k)	Caseworker BSF (£43k - £58k)	Caseworker BSF (£43k - £58k)	Caseworker BSF (£43k - £58k)	Caseworker BSF (£43k - £58k)	Caseworker BSF (£43k - £58k)
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