



Job Description

Job Title:	Development Project Manager
Grade:	Grade 9
Section:	Development New Build
Reports to:	Development Manager
Responsible for:	N/a

The Job

Is to:

- effectively deliver multiple New Build Schemes on time, in budget and to the requisite quality standards and specification;
- acting as client representative for assigned schemes and leading the client project team; and
- act as budget holder for assigned newbuild schemes and manage scheme cashflows and provide accurate forecasting of key development milestones for the benefit of the wider development team and business.

The Bigger Picture

You will:

- project manage a variety of newbuild schemes, including projects utilising grant funding as well as s106 schemes;
- ensure that the required technical expertise is in place and utilised when required and effectively manage the Client team, including Clerk of Works and Employers' Agent (when appointed);
- take specific responsibility for schemes through the construction phase from the signing of contracts to practical completion;
- contribute to the evolution of newbuild schemes as required, which can include inputting into design, specification, negotiating and concluding legal agreements, supervising planning applications and co-ordinating and liaising with required internal and external stakeholders;
- take ownership and responsibility for allocated newbuild schemes, ensuring all required actions and activities are undertaken diligently, effectively and in line with required timescales and that risks are managed and mitigated;
- accurately forecast scheme delivery, having an awareness of critical milestones and internal and external reporting requirements, ensuring that internal colleagues are informed regularly of scheme progress and relevant matters;

- monitor, review and manage approved project budgets ensuring compliance with approvals, financial regulations and the agreed targets and the requirements of Homes England and/or other funding bodies;
- manage and monitor project construction programmes, ensuring that these are robust, realistic and reflective of contractor performance;
- when required, assist with the procurement of suitable Contractors and consultants for each Project ensuring compliance with procurement rules and that Value for Money is achieved;
- manage the flow of information including collating/fulfilling requests for information, maintaining information/ risk and lessons learnt logs to ensure effective delivery of current and future projects, including organising and running post scheme review meetings and ensuring a scheme outturn report is produced;
- maintain a high level of construction knowledge, including changes to legislation, regulations and policy requirements;
- ensure that any agreed adoptions of roads and sewars, as well as easements, wayleaves and any other agreements are progressed and completed;
- ensure that final account information is produced and work with the aftercare team to ensure any retention payments are released in a timely manner if all works and defects have been rectified;
- consider ways service delivery can be improved and enhanced and where identified, make recommendations to the Development Manager;
- undertake any other duties commensurate with the grade and overall purpose of the job.

The Day to Day

You will:

- work in accordance with the approved Development procedure, ensuring awareness of the key requirements for delivering Newbuild schemes successfully;
- input into the design and pre-construction phase of Newbuild schemes when required, ensuring there is a full awareness of contractual and funding requirements, specification, approved budgets, risks and expected delivery forecasts;
- input and take responsibility for newbuild schemes at the pre-contract stage when required, managing and co-ordinating all activities required to progress a newbuild scheme;
- ensuring a seamless transition between the New Business team and Delivery team and ensuring full familiarisation of schemes before they pass from new Business to Delivery, including attending any scheme handover meetings;
- process all relevant certificates and invoices for approval in line with agreed contractual requirements and be responsible for ensuring contractors and consultants are paid on time;
- ensure the sales team are supplied with all the information they require throughout the construction process to enable them to sell homes off-plan;
- ensure that the Clerk of Works undertakes regular progress and quality inspections to monitor build progress against the contractors' programme, to ensure completion forecasts are met,

- when an Employers Agent is appointed, actively work with them to ensure contractual requirements are met and that robust and accurate cashflows are produced regularly for the duration of the construction phase;
- ensure that sales and rent valuations are undertaken at the required scheme milestones;
- actively work with key external and internal stakeholders to progress newbuild schemes, such as Homesearch, sales, aftercare, assets, legal and estates, ensuring project information is shared regularly and consistently;
- understand the requirements of Homes England Capital Funding Guide and grant funding programmes WDH are participating in, including awareness of the programme rules and conditions, audit requirements and any agreed targets;
- be the budget holder for Newbuild schemes, ensuring approved budgets are adhered to and take responsibility for providing accurate and regular scheme forecasts on WDH's chosen Cashflow software SDS Sequel;
- be responsible for ensuring property information is inputted and accurate and robust scheme forecasts are provided on SDS Sequel regularly and any changes to forecasts are communicated to relevant colleagues;
- appoint required consultants as necessary and in line with the agreed procedures to enable the successful delivery of newbuild schemes and manage the consultant team, including the Employer's Agent and Clerk of Works;
- attend site meetings and be an active participant, ensuring that required actions are undertaken and necessary decisions made, which on occasion may require the input of the Development Manager;
- ensure Final Accounts are correctly submitted and that relevant documentation complies with any relevant requirements
- submit accurate funding claim details to the relevant internal and external finance/administration departments where necessary
- be aware of key project risks and required actions and mitigations and provide information to the Development Manager and other Project team members regarding these on a continual basis;
- lead the post completion evaluation and review of projects, ensuring feedback is received from all involved parties, including the customer, and ensure any findings, lessons learnt and recommendations are shared in-line with the agreed process;
- consider opportunities to improve and enhance working practices and where identified, discuss with the Development Manager;
- monitor contractor performance and delivery standards, ensuring that information is shared with the Development Manager to inform wider discussions with contractors, developers and consultants;
- assume direct responsibility for controlling and working within the project budget, identifying opportunities to value engineer and update senior managers of potential variance;
- have knowledge and keep up to date with key development considerations and requirements, such as Planning and Highways requirements and Building Regulations, to ensure the that new schemes are delivered in accordance with all regulations, codes of practice, funding conditions, legislation and organisational requirements.

- advise senior managers on development and improvement to service delivery in accordance with legislative changes and good practice; and
- review and recommend [P11] changes in procedures and working practices which will improve service delivery and contribute to achieving strategic objectives and regulators' requirements.

Personal Contacts:

- Internal:** Internal stakeholders, including sales, aftercare, assets, legal and estates.
Senior managers, Board members, Local Management Committee members
- External:** Local Authorities, Specialist Consultants, including Employer's Agent, External Solicitors, Other Registered Providers, Tenants, Shared Owners and residents, Contractors, Sub-Contractors and all WDH Stakeholders

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Qualifications and Training			
A qualification at Level 6 of the Framework for Higher Education Qualification, such as a First Degree, Award, Certificate or Diploma at level 6 or equivalent in a relevant subject'	✓		AF/CQ

Determination			
Experience in the project management and development of construction projects	✓		AF/I
Experience and significant success in, meeting performance targets and contributing to continuous improvement in service delivery	✓		AF/I
Proven track record in a position in the development department of a housing or construction organisation.	✓		AF/I
Capable of delivering results to tight deadlines and under pressure	✓		AF/I
Experience of successfully working on several projects at the same time	✓		AF/I

Nous			
A well-developed understanding of operational services delivery within a large organisation.	✓		AF/I
Experience of managing project budgets	✓		AF/I
A proven track record of cashflow management	✓		AF/I
Have an understanding and experience of the planning system and Building Regulations	✓		AF/I
Experience of writing clear and concise reports	✓		AF/I
Have experience of delivery affordable housing schemes	✓		AF/I

Demonstrate an understanding of the strategic aims of the organisation together with the broader issues of social housing	✓		AF/I
Experience of Procuring Contracts and Services whilst providing Value for Money	✓		AF/I
Knowledge and practical experience of using IT as analytical and management tools		✓	AF/I
Experience of visiting construction sites and carrying out quality checks		✓	AF/I

Attitude			
Flexible approach to workloads dictated by business needs.	✓		AF/I
Self-motivated to work with minimal supervision, and able to motivate a diverse work force to deliver an efficient and effective service	✓		AF/I
A confident, independent and effective decision maker	✓		AF/I
Commitment to quality, customer service, best practice and best value in all aspects of operational delivery	✓		AF/I

Additional Requirements of the Role			
The post holder must hold a valid, UK driving licence with the ability to travel throughout the district and to other locations as required by the business	✓		AF/I
The post holder may be required to work outside normal office hours on occasion and have a flexible approach to hours of work.	✓		I

Key
AF - Application Form
I - Interview
CQ - Certificate of Qualification