

ROLE PROFILE

Department: Development

Job Title: Project Manager

Job Purpose: To administer a quality development service in accordance with the organisation's policies, procedures and strategies. This role involves work of both a pre and post contract nature and therefore requires a flexible approach commensurate with the balance of the Association's programme at any given time.

Reporting to: Area Development Manager

Responsible for: None

Key Responsibilities and Accountabilities

Key Tasks:

To assist in the effective delivery of the New Business development programme.

In conjunction with the Area Development Managers assist with the economical, efficient and effective delivery of the development programme.

To assist in maintaining effective internal lines of communication with key project contacts to ensure clients and colleagues are informed and aware of timescales and responsibilities.

To assist in delivering the organisation's HCA Programme and contribute to the forward planning of the programme by providing accurate forecast in relation to spend and delivery.

To understand and be aware Midland Heart's Strategies and Policies as they affect the role and to work in accordance with the New Business and Development procedures.

To participate in and contribute towards service improvement through day-to-day activities.

To work in an effective manner utilising ICT and workload management tools taking responsibility for ensuring records are maintained and provide accurate management information.

To make proactive contributions to the work of the New Business and Development Department, deputising for others as appropriate, sharing skills, coaching and developing other staff to ensure that key targets are delivered

New Business

To appraise potential schemes in a timely and accurate manner, ensuring a clear audit trail is evident at all times.

To instruct and advise consultant and constructor teams and others in respect of services necessary to enable the completion of feasibility exercises and the successful delivery of a range of projects.

To maintain effective internal liaison to ensure that projects have corporate fit within the new project team approach. Prepare schemes for presentation at New Business Group.

To negotiate with vendors, developers, constructors and others to secure property and land purchases and the procurement of building contracts.

To assist with the preparation of bids for new business from a variety of sources in a timely manner.

To provide information for grant funding from the Housing Corporation, local authorities and others and help to secure approvals.

To undertake market research to inform decisions to proceed with new projects.

To manage relationships and respond to opportunities within agreed timescales.

Pre-Contract/Procurement Phase

Attend the initial project briefing and in conjunction with the Area Development Manager and internal Client representatives assist in briefing external consultants, contractors, developers and other agencies as necessary to ensure the effective coordination and implementation of development plans.

Attend periodic project briefing sessions throughout the pre construction phase of development advising on design and specification to assist the Development Managers in securing formal approval to the final design and specification from internal Client representatives.

Assist with the pre-tender/negotiation review working in conjunction with the Area Development Managers and the consultant team to ensure the tender/negotiation documents reflect the design and specification agreed with internal Clients, funding agencies, conditions of lease etc.

Liaise with the Area Development Managers and Quantity Surveyor to ensure that all contract documents, novation agreements, bonds and warranties have been issued for completion.

Ensure signed contract documents are in Midland Heart's possession prior to start on site.

Construction Phase

Ensure the effective project management of all developments under construction.

Ensure effective liaison with all clients including regular briefing of marketing staff and customer services advisors.

Ensure that electronic records relating to actual spend, forecast spend and estimated completion are kept up to date on the department's electronic information management systems.

Secure the timely completion of all bonds, novation agreements and warranties.

Check and analyse cost budgets and financial reports prepared by consultants or developers at each stage of each project and adjust departmental electronic records in a timely manner.

Assist in ensuring compliance with the requirements of funding agencies, accreditation bodies and third party client requirements as applicable including the submission of HQIs (at completion), gathering of KPIs and securing Code For Sustainable Homes certification.

Assist in monitoring expenditure and anticipated completion dates for each project and report cost and time variances to the Area Development Manager and Programme and Compliance Manager and ensure departmental electronic records are updated to reflect these changes.

Manage and lead consultants to ensure that developments are regularly visited/supervised, comply with the project requirements and are accurately reported in line with monthly reporting requirements.

In conjunction with the Quantity Surveyor, agree handover dates with the Client and attend handover inspections with the lead consultant.

Ensure that the Practical Completion Certificates, awards of Extensions of Time and Health and Safety files are passed to all relevant personnel in a timely manner.

Notify Company Secretariat and Development Administrator of completion for insurance purposes.

Manage and oversee data for input to stock condition and Northgate.

Post Handover

Ensure the timely delivery of all completion certificates, discharge of planning conditions etc. to enable Finance to raise funds against completed projects.

To participate in post project evaluation reviews and positive feedback, appraising the success of projects and process performance.

PERSON SPECIFICATION

	Application	Interview	Test
Education, qualifications and training			
The post holder will preferably have a professional or degree qualification. Ideally, a housing or construction related qualification which is related to the housing association sector.	X	X	
Experience			
Preferably, have experience of working in a development or related technical environment managing a full range of project management tools and techniques, including value for money assessments. Ideally, have experience of the housing association sector working in a development or property related role and experience of managing capital projects and budgets.	X X	X X	
Knowledge			
Hold a level of technical expertise which is commensurate with the level of the position. Knowledge and use of scheme financial appraisal techniques and models.	X X	X X	
Skills			
Able to identify, organise and prioritise tasks, always having a strong attention to detail. Overall sound good project management skills. Good inter-personal communication skills, both verbal and non verbal. Driving licence and use of an insured vehicle for work use, or evidence of the ability to travel throughout the area of operation.	X X X	X X X	
Behaviours			
Display a positive and 'can-do' attitude and professional approach at all times. Is flexible and able to manage a varied and busy workload, working often under pressure to tight deadlines and targets.	X X	X X	

Ensures full compliance with all relevant legislation, regulatory requirements and best practice.	X	X	
Able to form and consolidate effective working relationships with all internal and external partners to deliver required goals and objectives.	X	X	
Able to use positive communication and influencing skills to achieve desired outcomes.	X	X	
Is financially and commercially aware and able to generate tangible 'added value' from all capital projects undertaken.	X	X	
Able to work both independently and effectively as part of a wider team.	X	X	
Supports an organisational culture that seeks to continuously improve performance and raise standards.	X	X	
Actively supports and promotes Midland Heart's values, mission and vision.	X	X	
Understands and demonstrates a positive commitment to the principles of equality and diversity.	X	X	