

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Assistant Project Manager	Head of Development	Development	Development	F

<p>Job Purpose:</p> <p>Support in ensuring an effective and efficient delivery of development programmes within specified deadlines through effective project management of all aspects of the development process from inception to final account stage, including all scheme work administration.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability
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Key Responsibilities:

1. Work with colleagues on the management of all aspects of the delivery of development and regeneration projects to ensure they are delivered on time, within budget, to agreed standards and comply with legislation/statutory obligations.
2. Identify and appraise suitable schemes for our development programme and promote the Company in seeking new business opportunities.
3. Assist with the identification of funding opportunities and preparation of capital bids to funding authorities.
4. Prepare financial appraisals, undertake feasibility studies and assess scheme viability in accordance with development procedures.
5. Provide support in ensuring timescales, agreed standards and budgets are met.
6. Undertake the preparation of project proposals, (including option appraisals), feasibility studies, and specific defect reports, including site inspections and instructing surveys
7. Undertaking financial planning, budget setting, and budget monitoring throughout the lifetime of development projects.
8. Effective management of projects, including resident communication/choices, supervision of contractors, and inspection of works, effective contract administration and handovers.
9. Liaise with colleagues within the development team, sales teams, property teams and Your Response to ensure smooth handover of projects, including dealing with defects; Liaise with Sales team to ensure fully informed and able to achieve their sales targets.
10. Undertake the supervision of projects, including management of contractors, suppliers, resident communication/choices, supervision of contractors, and inspection of works, effective contract administration and handovers – aligned to the Group's processes and procedures, and complete auditable records.
11. Assist with monitoring Your Housing Group's approved lists of consultants and contractors for development activity and the coordination of the tendering process of schemes in accordance with Your Housing Group's Financial Standing Orders and Procurement rules.
12. Contribute to the collection of data/information for KPI's, including customer satisfaction.
13. Develop and maintain relationships with external partners and other agencies to ensure the delivery of high quality scheme design which meets all funding, regulatory and statutory requirements and reflects the needs of both internal and external clients.
14. Assist with identifying new development opportunities and in negotiations regarding land purchase and works contracts.
15. Undertake claims for approved Homes England (HE) grant funding to ensure allocated resources are drawn down in a timely manner.
16. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of relevant legislation connected to the building and construction trades, environmental sustainability, Health & Safety, Quality Control & Compliance. • Experience and practical knowledge of building, construction and contracts • Microsoft Office (Word, Excel, PowerPoint). 	<ul style="list-style-type: none"> • Knowledge of Your Housing Group's Financial Standing Orders • Knowledge of the Argus Investment appraisal system • Knowledge of Home England's Investment Management System. • Knowledge of the Sequel cashflow forecasting programme
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills to communicate a variety of facts, figures and data to design teams and end users • Strong organisational and interpersonal skills • Proven track record of problem solving and analytical skills • Proven ability managing relationships with internal and external stakeholders 	
Experience	<ul style="list-style-type: none"> • Experience of the detailed design, contract documentation and administration associated with the development of multiple schemes within a larger development programme 	<ul style="list-style-type: none"> • Experience of working in a multi-disciplinary environment
Qualifications/Education	<ul style="list-style-type: none"> • Educated to degree level 	

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Colleagues in Finance, Operations and more specifically with Communities, Compliance and Property Team to ensure a Service Improvement approach that meets internal customer requirements, and which adds value to the Group and its residents; Partners, stakeholders and Contractors /suppliers.

Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

1. Projects being completed within programme and in line with the KPI balance score card
2. Projects being completed within budget and in line with the KPI balance score card
3. Projects being completed to the agreed quality and in line with the KPI balance score card
4. Positive results from satisfied residents and other stakeholders and in line with the KPI balance score card

Date Role Profile Created/Updated:	April 2020
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