

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Senior Major Works Programme Manager (Property)	Director of Asset Programmes & Compliance	Asset Management	Asset Management	C

<p>Job Purpose:</p> <p>Own the delivery of a programme of multiple complex schemes across the capital investment programme relating to Major projects.</p> <p>Lead and co-ordinate programme and project activity across Your Housing Group's Asset Management Major projects programme, including: procurement, finance, Asset Strategy, planned maintenance, compliance, communications, Section 20 and external contractors and consultants.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability <p>Leadership Pillars:</p> <ul style="list-style-type: none"> • Authenticity • Strategic Thinking • Innovation • Resilience • Inspirational Leadership
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Key Responsibilities:

1. Leadership and accountability of the YHG Major Projects Team, and external consultants - Architect, Structural Engineer, Mechanical & Electricals Engineer, Principal Designer, additional specialists.
2. Accountability for the Design process including key gateways such as: initial surveys, outline design, detailed surveys, detailed design, Main/Principal contractor procurement, sub-contractor appointment, construction phase, commissioning and handover
3. Management of the programme budget including initial estimates and sign off at key project stages (aligned to Building a Safer Future paper) prior to progressing to next gateway.
4. Responsibility for the preparation of business cases for individual projects and overall programme scope and budget taking full ownership of this process.
5. Preparation and delivery of programme and project reports including monthly exception reports to be issued to the Investment Committee and, when required, Board.
6. Commercial management including; review, validation and approval of consultant's fees, review, validation and sign-off of contractor's valuations
7. Take ownership of the delivery of the Major Projects programme within the Asset Management Strategy and Delivery Plan, ensuring project teams are mobilised accordingly to meet objectives.
8. Create an overall programme with individual project plans and workstream maps to ensure the objectives of multiple projects are met and interdependencies assessed.
9. Formal review of multi-disciplinary consultants and contractor's performance ensuring that key project milestones are met
10. Preparation of project programme, identifying key project phases, critical path and scoping out wider projects as required; leading and co-ordinating the work in these areas.
11. Take responsibility for the creation of an overall programme risk register with individual project risk register including mitigation plan and pro-active management of programme and project risks.
12. An active, positive member of the Asset Management Senior Leadership Team working with colleagues to deliver an effective, customer focussed asset management service.
13. Co-ordination of project scope, budget and programme with the Asset Strategy team identifying building component replacement schedules linked to keystone (YHG internal Asset Management System).

14. Develop a communications strategy plan including regular updates to Customers.
 15. Identification of any additional project resources including further specialist consultant advice.
 16. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Understanding of Health and Safety process and procedures • Knowledge and track record in delivering complex, occupied construction projects • Comprehensive knowledge of building pathology • Strong knowledge of building process and best practice • An in-depth understanding of construction project management, linked to challenging refurbishment schemes • Good understanding and management of compliance, Health and Safety and risk • Knowledge of procurement, budget and planning • Working in a social housing environment. • Understanding of the S20 process 	
Skills	<ul style="list-style-type: none"> • Strong Leadership and Management skills • Strong interpersonal communication skills • Good IT skills • Ability to solve problems and respond to situations • Ability to co-ordinate multiple tasks and interfaces, while prioritising key activity 	

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Commercial management experience and understanding of construction contracts. • Experience of managing multiple projects across multi-disciplinary teams, ensuring adherence to project milestones • Substantial construction programme management of multiple project refurbishment schemes. • Experience of managing relationships with internal and external stakeholders. • Experience working in occupied premises within a residential care facility 	
Qualifications/Education	<ul style="list-style-type: none"> • Relevant RICS, CIOB degree standard education or similar • Chartered to relevant profession. 	

People Management Responsibility?	Line management responsibility, including coaching, development and performance management
Budgetary Responsibility?	Budgetary responsibility
Key Relationships (internal/external)	Customers, Project team, Asset Strategy Team, delivery teams including planned and compliance

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 duty.

Key Role Performance Indicators

1. Deliver all allocated Major Works Programme Projects in line with or better than the programme
2. Deliver all allocated Major Works Programme Projects in line with or better than the allocated Business Plan assumption costs.
3. Deliver all allocated Major Works Programme Projects in line with or better than, the allocated project budgets.
4. Ensure that Major Works Programme rolling final account forecasts are within 5% of final account cost.
5. Ensure all Major Works projects are 100% compliant, i.e. CDM regulations, Building Control, Planning, Fire Regulations, Financial Standing Orders etc.
6. Deliver all allocated Major Works Programme Projects with a customer satisfaction score of 95% or better.

Date Role Profile Created/Updated:

June 2020