

ROLE PROFILE

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

<p>Job Purpose:</p> <p>Working across Your Housing Group (YHG), working closely with key stakeholders on development projects to ensure they are delivered on time, to the required standards and within budget, to maximise client satisfaction.</p> <p>Centrally based role, with a focus managing contractors and site-based activities.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability
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Key Responsibilities:

1. Support the Head of Development and New Business Team with submitting bids for new projects, purchasing land and buildings on approved schemes to ensure completion within agreed timescales.
2. Manage Development and Regeneration projects from inception through to final account to ensure that cost, time and quality targets are achieved. Including the preparation of project feasibility studies, arranging any necessary surveys, valuations, preliminary designs, outline costs and investigations, to assess project viability.
3. Attend strategy meetings with internal and external clients and carry out negotiations on Development Agreements, Framework Agreements and contract negotiations.
4. Liaise with internal and external design teams and monitor internal client expectations.
5. Produce high level and detailed delivery programmes along with progress reports for review with the Head of Development.
6. Procure consultants, contractors and suppliers in relation to projects to ensure best value in accordance with external and internal regulatory requirements.
7. Manage the performance of consultants, contractors and suppliers, and take corrective action to ensure project objectives are met.
8. Liaise with Sales Team where appropriate to meet the delivery of sales units.
9. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Practical knowledge of building, construction and contracts • knowledge of the detailed design, contract documentation and administration associated with the development of multiple schemes within a larger development programme • An understanding of the project team set up and how each specialist, such as the Architect, Structural Engineer, Mechanical and Electrical Engineers, Employers Agents, Principal Designers, internal customers and contractors can have an impact on a scheme. 	<ul style="list-style-type: none"> • Knowledge of financial standing orders and their impact on an organisation • Knowledge of the Argus investment appraisal system • Knowledge of the Homes England IMS (Investment Management System)/Grant Process
Skills	<ul style="list-style-type: none"> • Commercial awareness, quality orientation, risk management and commitment to continuous self-improvement • An inclusive project team leader/team player who fosters partnerships, works collaboratively across boundaries and achieves results through others • Achievement drive, tenacity, able to maintain focus, objectivity and sound judgement under complex conditions • Self-motivation, flexibility to adapt to changing workload demands and organisational challenges. 	<ul style="list-style-type: none"> • Strong organisational and interpersonal skills • Excellent problem solving and analytical skills

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Ability to lead teams with a focus on driving value from projects whilst ensuring projects are delivered on time, to budget and to the required standards. 	
Experience	<ul style="list-style-type: none"> Extensive experience and practical knowledge of building, construction and contracts Experience of the detailed design and contract documentation and administration associated with the development of multiple schemes within a larger development programme 	
Qualifications/Education	<ul style="list-style-type: none"> Relevant degree or equivalent qualification in a Building/Housing related discipline. E.g. Business Studies, Project Management in Construction OR Qualified by Experience 	

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Colleagues within the Group. consultants, contractors, suppliers, solicitors, residents, local authority officers, funding agencies and other organisations and individuals.

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

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- 2.
- 3.
- 4.

Date Role Profile Created/Updated:

April 2020