

Job Description

Job Title: Project Manager (Development)

Reports To: Head of Development

Management Responsibilities: Project Teams

Job Purpose: To assist in identifying, procuring and delivering development schemes. This includes project managing individual development schemes from inception to completion and throughout the defects liability period.

Assisting in identifying and acquiring land and property is also a requirement along with providing effective contract management and financial control across all projects for different tenures.

Key Responsibilities

- To project manage the delivery of WCHG's Development Programme from inception to completion in a customer focused service;
- To identify opportunities for the development of new homes and the acquisition of existing properties and establish partnership working in Wythenshawe and the surrounding area with external agencies and developers;
- To work closely with all interdepartmental Officers, Managers, external stakeholders and consultants throughout the development process;
To manage the planning and design of new homes for Affordable Rent, Market Rent, Affordable Home Ownership and outright sale;
- To procure and supervise Consultants and Contractors via the provision of an effective Contract Administration function to deliver good quality, value for money development schemes in line with market demand;
- Close liaison with sales team necessary to effectively deliver sales completions;
- Overall responsibility for all financial aspects of the development process including cash flow forecasting;
- Follow the development processes and procedures set out by WCHG; and
- Collate any information required by the Homes England for audit purposes as instructed by the Head of Development or external consultant.
- To manage staff and deputise the Head of Development in leading the team.

Project Management

- To take the lead on the co-ordination of all disciplines involved in the design, administration and inspection on various development and projects;
- To manage, develop and deliver appropriate development & regeneration projects and initiatives in accordance with Standing Orders/Financial Regulations and to regulatory & statutory requirements;
- To actively seek development growth opportunities for land and property and support the Senior Development Manager in the acquisition of all new assets;
- To carry out scheme appraisals using the WCHG's PROVAL software;
- To draft Committee and other reports as necessary to obtain development scheme and property acquisition approvals;
- To prepare specifications and other tender documentation to ensure best value in relation to price and quality;
- Produces risk registers to cover all aspects of development delivery from inception to completion;
- To procure as necessary the appointment of appropriate consultants/contractors;
- Ensure scrutiny of all tenders;
- Ensure effective supervision of contractors on site and administration of contracts until completion and the defects liability period;
- To work with the Homes England's IMS system as necessary and/or liaison with the WCHG's Consultants in administration of the Homes England's IMS system for all schemes;
- Provide scheme approval and progress reports as and when required;
- Organisation of, and attendance at, site meetings;
- Ensure systems are in place for snagging and back checking completed works including attendance at handover stage. Working in accordance with Standard forms of Contract, issuing instructions and variations via the employers agent;
- Check contractor's valuations, authorise and issue certificates of payment;
- Ensure all documentation required at handover from the contractor for future maintenance of the properties is received in a timely manner in accordance with the handover procedure;
- Ensure thorough scrutiny, checking and authorisation of Final Accounts;
- Support the Clerk of Works with any post inspection works that are in dispute with the contractor during the defects liability period;
- To implement practical procedures and monitoring tools to ensure effective management of the service and the reporting criteria in respect of KPI's, financial information, tenant satisfaction, energy efficiency, and to report on these; and
- To ensure contract compliance.
- To ensure value for money in the development process to assist future maintenance of properties;
- To monitor and report on project performance objectives, necessary information on progress, financial commitments and the early identification of potential movements in financial outturns and carry out appropriate actions, where necessary;
- To monitor and review technical services provided during project delivery and identify areas of continuous improvement taking into account innovation and developments within the construction industry.

Performance Management

- To recruit and manage development staff and develop their skills and knowledge to ensure working practices are effective and meet agreed standards of performance;
- To line manage staff, and their workloads including the setting and monitoring of targets to achieve departmental and corporate objectives with regard to performance delivery and achieving value for money;

- To engender a culture of continuous development and improvement through assisting staff in identifying development needs and implementing development plans;

To deputise in the absence of Head of Development to manage and maintain the effective performance of the team.

Service Delivery

- To work collaboratively with internal and external parties in identifying the areas of continuous improvement taking into account innovation and developments within the Housing/construction industry;
- Ensure the highest standards of customer care are applied;
- To promote and implement WCHG's Equality and Diversity policy in all aspects of the post holder's work and when dealing with outside bodies;
- Contribute to embedding equality and diversity in all activities / policies;
- To supervise/direct staff and/or Consultants to ensure efficient Contract Administration and project or service delivery;
- To ensure that a high level of service and customer care is delivered to customers of WCHG and that customers receive a service in line with policies and procedures;
- To performance manage service delivery against performance indicators and agreed objectives, and in reviewing the appropriateness of such indicators as required. To adopt appropriate response to ensure performance is delivered within agreed parameters both financially and non-financially;
- To assist in establishing and controlling a complaints service regarding the management area and ensure robust investigation including visits as appropriate, of all complaints and formal responses in accordance with the complaints policy;
- To engage with and actively seek the views of customers on programmes and services; and
- To liaise with leaseholders and owners/occupiers, ensuring all legal and statutory obligations are met.

Communication

- To liaise with Community Groups, local stakeholders, Councillors, Contractors and other agencies in the statutory, community and voluntary sectors;
- To monitor and feedback on the workloads of key staff groups including the setting and monitoring of targets to achieve departmental and corporate objectives with regard to performance delivery and achieving value for money;
- To engender a culture of continuous development and improvement through assisting staff in identifying development needs and implementing development plans;
- To provide tenants, leaseholders with updates on improvement or development works and address any concerns affecting WCHG's delivery; and
- To work in partnership with internal and external teams and stakeholders to ensure the best service is delivered for WCHG customers.

Health and Safety

- Arranging for preparation of pre-tender Health & Safety information and the appointment of Principal Designer in accordance with CDM Regulations;
- Routine monitoring of Contractor activity to ensure method statements are implemented; and
- To take reasonable care of health and safety of self, other persons and resources whilst at work, in accordance with the responsibilities under Health and Safety legislation.

Health and Safety Responsibilities

- To assist in ensuring that all work undertaken by WCHG and its contractors complies with current Health and Safety legislation;
- Follow WCHG's Health & Safety Policy at all times; and
- Work to actively promote good employee relations and safety practices in accordance with WCHG's policies.

Decision Making

- Carries out duties and makes decisions in line with WCHG's policies and procedures;
- Recommends any suggestions/improvements to influence wider decision making via appropriate channels;
- Plans and organises own work load to meet deadlines in line with the departmental and corporate service plans;
- Prioritises work of the service area to ensure it meets operational service plans;
- Resolves day to day issues, or identifies matters that require escalating; and
- Makes decisions in line with WCHG's Value for Money commitment.
- Has influence in shaping and determining changes to processes, policies and procedures; and
- Applies a systematic approach to decision making and problem solving. Calculates and identifies risks involved in a particular course of action;

General

- To take personal responsibility for ensuring that designated duties are executed at all times in accordance with corporate policies and procedures;
- Promote and embed equality and diversity as an integral aspect of working for Wythenshawe Community Housing Group, leading by example;
- To support the Development Team; and manage cover for other officers of the Development Team as required to maintain effective team performance;
- To carry out any other duties as may reasonably be expected of the post holder commensurate with the scope, spirit and nature of the job;
- To keep up to date with relevant legislation and best practice;
- To contribute and play a role where necessary in corporate initiatives and training and to undertake training and attend meetings as required;
- To assist senior management in the preparation of reports and providing performance information in a timely manner;
- To manage the execution of formal contracts and SLA's to safeguard the interests of the WCHG;
- To ensure compliance with the legislation and WCHG's Financial Regulations & Standing Orders relating to procurement; and
- To undertake training and attend meetings as required and as directed by the line manager

Essential Training - including but not limited to:

- Fire Safety Awareness training
- Manual Handling training
- Cyber Security and GDPR training
- Equality and Diversity training
- Safeguarding training
- Carbon Literacy training

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.