

**JOB PROFILE:** Senior Project Manager (Development)

**RESPONSIBILITY TO:** Development Manager

**PURPOSE:** As a Senior Project Manager you will deliver new homes for Teign Housing incorporating a mix of social/affordable rented, shared ownership and open market housing.

You’ll be working on projects across southern Devon and will be working with the Development Manager on the identification and delivery of new schemes on time and to budget to ensure implementation of the development programme.

In the role you’ll be managing projects from identification, appraisal and managing the legal aspects of contracts, to achieving planning permission, through completion on site to handover and managing the defects liability period.

You will manage with enthusiasm and diligence to drive and deliver the highest possible quality of housing developments working with the Development Manager to identify and manage development risks and put in place appropriate controls to ensure those risks are effectively mitigated

 To work within the Company’s Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**Main Responsibilities**

You’ll be a strong communicator with the ability to work with colleagues and external teams providing effective and engaging communication and an ability to write clear and concise reports.

1. Assist with the delivery of Teign Housing’s annual development programme on target, within budget and in line with pre-determined Key Performance Indicators.

2. Manage and evaluate the necessary information and record systems required to monitor development progress and performance.

3. Ensure that the development activities are cost effective, efficient and responsive and that finances are controlled within agreed budgets.

4. Maintain effective working relationships with internal and external partners.

5. Monitor and maintain performance standards and targets to meet the organisations development objectives.

6. Support the Development Manager in delivering timely and accurate reports to the Board and maintaining compliance with regulatory bodies.

7. When the Development Manager is unavailable, take responsibility for the development team and delivery of the development programme, providing support and guidance to department team members.

**Development Duties Include:**

1. Implement and comply with development policies and procedures, in liaison with other Teign Housing staff.

2. Ensure contractors and consultants provide high quality services and comply with performance requirements.

3. Procurement of the consultants and contractors who will support the delivery of the development programme.

4. Assist the Development Manager with the identification, purchase, promotion and where necessary sales of suitable land and properties for development purposes.

5. Review the financial feasibility of projects, negotiate, and evaluate proposals and programmes for presentation to the Senior Management Team and Board of Teign Housing.

6. Manage all aspects of development projects including technical, planning, quality and design issues to ensure the KPI’s comply with current requirements.

7. Procure, assemble and manage project teams for land purchase, planning, technical design, construction and sales aspects of the development programme.

8. Liaise with Housing Management staff regarding technical aspects of new developments, including design, housing mix and handover procedures.

9. Work in partnership with Homes England and local authority departments, voluntary organisations, other Registered Providers and private developers in relation to multi-funded initiatives.

10. Oversee the implementation and satisfactory completion of works.

11. Ensure relevant development information is provided to other departments to ensure they have input to development projects and the relevant information for progression to management.

12. Assist in the preparation and management of budgets for development activities.

13. Arrange site visits for staff and Board as required.

**Responsibilities**

1. Work closely with the Clerk of Works and the Development Officer providing direction and support when the Development Manager is unavailable

2. Ensure work is planned and allocated in a cost effective and efficient manner and that staff are clear in their objectives and targets.

3. Ensure effective and co-operative working relationships within the department and with other departments.

**General**

1. Contributing to the ongoing development of the organisation through active participation in Teign Housings teams and working groups.

2. Contribute to the development of corporate policy and practice.

3. Contribute to the continued development of IT, particularly with respect to improving systems and the introduction and maintenance of appropriate software.

4. Uphold the organisations Equalities and Health and Safety Policies.

5. Carry out any other task as directed by the Development Manager consistent with the objectives of the post.

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. It is the responsibility of managers to ensure their team is working safely and to have appropriate risk assessments in place.
3. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
4. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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| No job profile can cover every issue, which may arise within the post at various times and the jobholder is expected to carry out other duties requested from time to time. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………