

Job Profile

Job Title	Assistant Development Delivery Manager
Reports to (job title)	Senior Development Delivery Manager
Job Reference No.	HOMEJD870

The job in a nutshell...

- To assist and support the delivery of new schemes on time and to budget to ensure implementation of the development programme for the region.
- To manage projects from the completion of legals, to grant of planning permission, through completion on site to handover and defects liability period. To manage with rigour and diligence to drive and deliver the highest possible quality of housing development.
- To assist the team with managing projects from identification through to the completion of legals, grant of planning permission up to completion on site, handover and through to the end of Defects Liability Period.
- To assist the team with taking fiscal accountability for projects from start to completion.

What success will look like...

- To work with the Head of Development & Delivery, Senior Development & Delivery Manager and Development & Delivery Managers to assist with the delivery of the regional development programme.
- To successfully assist with project managing identified projects ensuring project aims and objectives are fully met, through appropriate project measures and take accountability for the performance of projects by managing against key indicators i.e. time, cost, revenue / value, quality and Home Groups interests in relation to safety on site.
- To manage and direct external contractors with rigour in order to ensure delivery of the highest possible quality of product.
- To liaise with internal and external stakeholders where appropriate.
- To provide a customer focused and professional service, not only to customers and client organisations but also internal customers e.g. customer services, maintenance, etc.
- To sustain good relationships, with key external stakeholders and partners.
- Provide stakeholders with relevant information in connection with each project and monitor progress of such tasks such as site acquisitions.
- To monitor and track project performance against agreed aims and objectives (i.e. expenditure in relation to forecast scheme costs and overall budget allocations), taking necessary remedial action to realign performance when necessary, and report to the HOD appropriately.
- To ensure high standards of workmanship and materials are achieved on development projects, reviewing each scheme on completion in conjunction with project teams and other key stakeholders.
- To work with the Head of Development & Delivery, Senior Development & Delivery Manager and Development & Delivery Managers to ensure identified project milestones are met, for example, Board Approval, scheme acquisition, start on site and practical completion.

- To attend site meetings to perform the function of the client and keep project teams and other key stakeholders informed of any variations to the original agreed parameters.
- To assist with establishing robust project appraisals utilising tools available and manage the project cashflow regularly and diligently.
- To ensure Final Accounts are correctly submitted and that relevant documentation complies with any relevant requirements.
- Submit accurate funding claim details to the relevant internal and external finance/administration departments where necessary.
- Advise the Head of Development & Delivery immediately of any potential contractual problems.
- Identify and inform the Head of Development & Delivery of all project risks and how they intend to be managed and monitored.
- To resolve problems in collaboration with project teams and the development team, through innovative and creative solutions.
- Capture and share the learning from each project by constant review, and champion continuous improvement.
- Process all relevant certificates and invoices for approval.
- Ensure that all key stakeholders are kept informed of project progress and anticipated important milestones (i.e. Practical Completion, Handover).
- Provide the other members of the team with relevant project information for financial reports, etc. Keep systems updated diligently and in line with Home Group processes.
- Responsibility for your own health, safety and welfare, performing duties with due regard to the Group's Health and Safety Policy, Procedures and Safe Systems of Work, in a safe working environment.
- Administration duties as required.
- Jobholder has scope to influence the forward Development programme for Home Group.
- To support the delivery of all the targets as set out within Business Plan relevant to the Development team.
- To provide an integrated Development Project Management function, and in doing so ensure the effective delivery of approved development projects.
- To actively assist with seeking out and promote business development opportunities in line with the Corporate Strategy and Development Strategy to contribute to the development of the wider Business Unit strategy and subsequent Business Plan(s).
- To contribute to the development of the wider Business Unit strategy and subsequent Business Plan.
- To ensure compliance with all aspects of Corporate Governance.

You'll already have these brilliant skills, qualifications and knowledge...

Transferable skills

- **We know how the world works and our place in it**
- Takes responsibility for making sure your knowledge is up to date; read and listens to updates about our sector and internal communications.
- Takes ownership for understanding external influences on Home Group and what our competitors are doing.
- Understand the direction we are taking and explain the reasons behind the key decisions.
- **We get where our customers are in their lives**
- Walk in our customers' shoes.
- Recognise each customer is different and adopt a flexible, personal approach.
- **We are great influencers**
- Be a real self-starter.
- Build rapport and develop relationships.
- Know how to get the best out of those you work with.

Technical qualifications, experience and knowledge

- **Knowledge of project management** related to residential development sites.
- **Understands the commercial drivers and processes related to housing development**, including contractor procurement and management.
- **Knowledge of the planning system** to implement compliant and approved schemes.

We'd also love you to have, or be brilliant at... (but don't worry if not)

- Some experience in the delivery of high-quality new homes on site is beneficial.
- Extremely well organised, with evidence of putting robust project management procedures in place and the clear ability to be able to manage and prioritise a number of projects at one time.
- An understanding of the multi-disciplinary skills and services required to originate, plan and deliver residential led development, including direct management of contractor partners.
- A clear understanding of the required design standards and ability to manage and deliver their implementation.
- A willingness to learn all aspects of professional project management required to deliver residential led development sites.
- A desire to deliver outstanding design and the highest possible quality standards for new homes.
- Ability to act as process owner, managing and driving improvements, aligning to Home's process framework and approach.
- Ability to think through complex issues and devise the most appropriate solutions.
- Ability to manage high levels of ambiguity and uncertainty, working constructively with others to achieve positive outcomes for the Group.
- A strong communicator with an ability to in work with colleagues and external teams providing effective and engaging communication.
- Excellent and credible presentational skills.

- Ability to write clear and concise reports, summarising the essence of complex issues and reaching well-argued and clear conclusions and recommendations particularly with regard to the investment approval processes.
- Working towards a recognised Project Management Qualification (such as APM, RICS, CIOB).
- Degree level education or equivalent experience.
- Professional qualification in planning, urban design, surveying, building, or related field and proven work related ability preferred.

We're all accountable for...

- Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.
- Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.
- Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.
- Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe.
- Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other important stuff...

You'll be a budget holder? No ☐ Yes ☐ c.£50k

You'll manage people? No ☐ Yes ☐

We all work flexibly at Home Group but the level of travel in this role is usually

Occasional ☐ Regular ☐ Frequent ☐

