

## Job Profile

Job Title	Development & Delivery Manager
Reports to (job title)	Senior Development & Delivery Manager
Job Reference No.	HOMEJD871

### The job in a nutshell...

- To deliver 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, grant of planning permission up to completion on site, handover and through to and up to Defects Liability Period.
- To manage with rigour and diligence to drive and deliver the highest possible quality of housing development.
- To manage 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.
- Take fiscal accountability for projects from start to completion.

### What success will look like...

- To work with the Head of Development & Delivery and Senior Development & Delivery Manager to deliver the regional development programme.
- To successfully project manage 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.
- Ensure that every project complies with standard Home Group and the associated funding body (project sponsors), policies, standards and procedures.
- To become familiar with and operate all new initiatives introduced as necessary by the funding bodies.
- To select for approval appropriate Contractors for each Building Project ensuring their suitability for the work involved.
- Process all relevant certificates and invoices for approval.
- Specific Delivery Management Duties.

- 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 ensure project milestones are met, e.g. Board Approval, scheme acquisition, start on site and practical completion.
- To attend site meetings regularly 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 organise, chair and be responsible for specific meetings within a partnership context e.g. Development & Delivery Team.
- To establish 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.
- To collate, check and report Regional development information in the absence of the Head of Development & Delivery.
- To promote and represent Home Group where appropriate, in order to maximise development opportunities and maintain the reputation of the Group.
- Apart from a responsibility for your own health, safety and welfare, ensure that staff under your supervision perform their duties with due regard to the Group's Health and Safety Policy, Procedures and Safe Systems of Work, in a safe working environment.
- Jobholder has scope to influence the forward Development programme for Home Group.
- To deliver 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 seek 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 are organisers and drivers**
- Deliver your objectives at the right pace, but don't fall over.
- Has the confidence to challenge performance or behaviours not in-line with our values.
- Take people with you.
- **We are great influencers**
- Be a real self-starter.
- Build rapport and use empathy to develop relationships.
- Know how to get the best out of those you work with.
- Understands our strategy and customers and is able to articulate the benefits of change.
- **We have an eye for detail**
- Pays attention to the details.
- Has the appropriate skills and experience.
- Uses performance information to drive improvements.

### Technical qualifications, experience and knowledge

- **Experience of project management, delivering multi-site residential led development sites to design standards.**
- **Experienced in the commercial aspects of housing development,** including planning, contractor procurement and contractor management.
- **Experienced in the planning system and laws to implement compliant and approved schemes.**

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

- Knowledge of Homes England IMS System.
- Knowledge of/experience of sales and understanding of commercial objectives.
- Qualified or working towards a recognised Project Management Qualification (such as APM, RICS).
- Ability to act as process owner, managing and driving improvements, aligning to Home's process framework and approach.
- Track record in managing colleagues providing effective and engaging communications.
- An understanding of and experience of the multi-disciplinary disciplines required to originate, plan and deliver large scale complex residential led regeneration and development activity, including third party suppliers.
- 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.
- 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.
- 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.
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## Other important stuff...

You'll be a budget holder? No ☐ Yes ☐ .... c.£250k

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 ☐



