

JOB DESCRIPTION

Post Title:	Development Manager (Supported Living)	Grade:	1
Department:	Development	Location:	Leyland
Responsible to:	Head of Development (Supported Living)		

Job Summary

To provide a project management service to facilitate delivery of new supported living homes in accordance with the Groups current Development Strategy.

Duties and Responsibilities

1. Identification of sites, properties, and new opportunities suitable for development in accordance with the current Development Strategy
2. Manage development projects from inception to completion including preparation of project briefs, tender documentation, appointment and management of consultants, contractors and on-site staff during the construction phase
3. Assist the Head of Development (Supported Living), Operations Director (Development) and the housing operations and legal teams with the preparation and negotiation of any agreements or arrangements to take effect post project completion
4. Liaise with and maintain effective communication with internal and external customers, key partners and stakeholders throughout the development process
5. Lead on public and tenant consultations assisted by members of the internal and external project teams
6. Continually have the end user in mind throughout the duration of the project and effectively respond to changing requirements and need
7. Demonstrate a current knowledge of Specialised Supported Housing and ensure all relevant documentation is obtained to support all new schemes.
8. Effectively contribute in design meetings to ensure schemes fully meet the individual needs of the client
9. Collate necessary information to undertake due diligence exercises on external organisations as appropriate
10. Use the Groups computerised systems to undertake a financial appraisal of potential projects
11. Prepare reports on potential projects to the Financial Appraisal Team to seek approval
12. Ensure all contractual and procurement arrangements are in place, comply with Financial Regulations and are appropriate to each project

13. Manage the financial transactions relating to development projects including for example the processing of grants and invoices
14. Use the group's computerised systems to maintain a current cashflow position for schemes on site and in pipeline
15. Liaise with the Development Finance Analyst to ensure that accurate financial information relating to projects is accurately maintained
16. Ensure the financial position of each scheme is known at all times and highlight any issues to the Head of Development (Supported Living) in a timely manner
17. Ensure that the Head of Development (Supported Living and the Operations Director (Development) is provided with all information required to ensure a clear aggregate picture of the development programme is available at all times
18. Ensure all handover information is provided in a timely manner and all relevant information is available to Property Services and Housing Management in the appropriate format
19. Undertake post-project reviews to include a financial summary and report this to the Funding Appraisal Team highlighting any lessons learnt, positive or negative, that have arisen within each project.
20. Maintain accurate records for all development projects
21. Maintain a current knowledge and understanding of requirements, processes and criteria of funding/subsidising bodies such as Homes England, Health Organisations, Local Authorities, Lenders etc.
22. Maintain a current knowledge of the housing and construction sector and share new information, knowledge and ideas with colleagues
23. Prepare reports to the Executive and/or Joint Boards as required
24. Utilise available technology to support agile working and self-service of administrative tasks
25. Requirement for regular travel and occasional overnight stays

Corporate Responsibilities

1. Work in line with the Group's core values
2. Participate in the Group's Personal Review and Development Plan (PRDP) process.
3. Comply with the Group's Equal Opportunities, Customer Care, Data Protection, IT and Health and Safety policies.
4. Undertake any additional learning and development considered relevant to the performance of the duties of this post and in furtherance of the Group's objectives.
5. Adopt a corporate, coordinated and co-operative approach to working.
6. Any other duties to reflect the changing workloads and priorities within the department.

Name:			
Signature:		Date:	

PROGRESS HOUSING GROUP

PERSON SPECIFICATION

Post Title:	Development Manager
Department:	Development

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>QUALIFICATIONS</u>		
1. GCSE or equivalent standard of education	E	Application Form / Certificates
2. Professional/Technical Qualification relating to building/construction/design	D	
3. Full driving licence	E	
<u>EXPERIENCE</u>		
1. Experience of developing Specialised Supported Housing	D	Application Form / Certificates
2. Proven experience of general development experience project managing a range of schemes	E	
3. Experience of new build development project management	E	
4. Experience of project managing refurbishment and/or remodelling of existing property	E	
5. Experience of negotiating Management / Nomination Agreements	D	
<u>KNOWLEDGE/ABILITIES</u>		
1. Good interpersonal, communication and presentation skills	E	Application form / Interview
2. Good levels of financial awareness including the ability to prepare, monitor and analyse financial information for costing, cashflow, budgeting and appraisal purposes	E	
3. Strong customer focus	E	
4. Positive approach and attitude	E	
5. Ability to work effectively both independently and collectively	E	
6. Ability to work flexibly, under pressure and to	E	

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
deadlines		
7. Excellent organisational and project management skills	E	
8. Commitment to the values of the organisation	E	
9. Knowledge and understanding of regulatory requirements relating to development	D	
10. Knowledge and understanding of domestic construction	E	Application Form / Certificates
11. Knowledge and understanding of Specialised Supported Housing Exemption Standards	D	
12. Experience of dealing with government and local government departments e.g. housing benefit, adult social services, NHS	D	
13. Good levels of computer literacy	E	