

**Job Description and Person Specification
PROJECT MANAGER**

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Head of HR Services

Document no

Job Description

Directorate Property and Development	Grade M3
Service Development and Regeneration	Job evaluation number
Reports to Development Manager	Responsible for N/A

Job purpose and role

The Project Manager will lead the project management of a range of projects to ensure delivery of the Regeneration and Development programme in line with the Development Strategy.

This role will work across all Beyond Housing premises

Main duties and key result areas

- Undertake feasibility and appraisal work to assess identified development opportunities in strategic localities, as identified by the Development Strategy.
- Attend and represent Beyond Housing in public consultation events, canvassing public views to help explain or inform future development or investment proposals.
- Monitor and effectively project manage through SDS software, nominated projects from inception through to post project review, through capital budgets, capital project meetings, key milestone delivery dates, key performance indicators, and, project meetings.
- Consult with internal and external stakeholders with regard to development, investment, and design decisions.
- Ensure development and refurbishment schemes comply with any issued or revised Homes and Communities Agency standards including managing and maintaining all appropriate documentation for compliance audit purposes.
- Prepare, appraise, submit and monitor all documentation in respect of Homes and Communities Agency IMS funding applications.

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- Assist the Development Manager in the preparation and monitoring of Key Performance Indicators.
- Effectively manage all nominated capital projects ensuring any identified defects are satisfactorily resolved within the defects liability period and liaise with the customer throughout the process until completion.
- Secure, appraise and deliver affordable housing through Section 106 planning gain opportunities with private developers.
- Ensure that all appropriate project documentation is managed and maintained within “shared drive” electronic project files complying with the agreed project management framework and linked to SDS project management software.
- Complete and update ad hoc reports in respect of requests from Local Authority partners, Government agencies, or periodic internal meetings.
- Represent Beyond Housing at both internal and external meetings as required.
- Contribute to the identification and implementation of service efficiencies and Value for Money improvements.
- Ensure that all services or materials are procured in compliance with internal procurement rules and / or through approved framework agreements in liaison with the internal Procurement team.
- Liaise with external partners and other key stakeholders to nurture and maintain positive relationships.
- Adopt a flexible approach and attitude to working outside of normal office hours and / or working on your own initiative.
- Undertake and participate in training and personal development as required.
- Such other duties commensurate with the grade of this post as may be specified from time to time by the Development Manager.
- Ensure that you comply at all times with the provisions of the Data Protection Act 1998 in order that personal data is effectively stored, archived and destroyed at the appropriate time, in full compliance with the provisions of the Act.
- Comply with the Equal Opportunities and Health & Safety policies and work in a safe manner reporting any unsafe acts or conditions to a member of management.

The above is not an exhaustive list of duties. You will be required to undertake any other reasonable duties in line with the purpose and grading of the post.



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ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Undertake their duties with due regard to safeguarding our customers
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1		Job title and grade change

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Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent communications skills (verbal & written) at all levels	E
	Excellent numeric skills	E
	Establish and maintain effective working relationship across a wide range of contacts	E
	Proficient IT skills (Microsoft Office, SDS, IMS)	E
	Prioritise workload and to work under pressure to meet tight deadlines	E
	Manage stressful situations and respond positively to others	E
Knowledge and experience	Knowledge of HCA policies and procedures	E
	Proven ability to understand construction / technical / legal / contractual issues	E
	Development experience in private, RSL or LA sectors	E
	Proven recent experience on development delivery	E
	Experience of negotiation of S106 projects	E
Qualifications	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
	Good standard of education (NVQ level 2/5 GCSE's or equivalent) or relevant exempting experience	E
	Membership of a professional body	D
	A relevant professional or technical qualification in construction	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E