

Job Description and Person Specification Senior Project Manager

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Document no BH-JD-PDSPM

Job Description

Directorate Property & Development	Grade M9
Service Development & Regeneration	Job evaluation number A3122
Reports to Development Manager	Responsible for

Job purpose and role

The Senior Project Manager will lead the project management of a range of projects including higher value/complexity, to ensure delivery of Beyond Housing's Regeneration and Development programme in line with the Development Strategy.

The role will also offer mentoring and day to day guidance to Project Managers within the team.

As a senior team member you modelling and promote exemplary behaviour for team members and promote a culture in line with our values:

- Believe and trust in each other
- Embrace and create change
- Reflect and learn
- Aspire and grow together

The role will work across all Beyond Housing premises.

Main duties and key result areas

Project delivery

- To undertake feasibility and appraisal work to assess identified development opportunities in strategic localities, as identified by the Development Strategy.
- To attend and represent Beyond Housing in public consultation events, canvassing public views to help explain or inform future development or investment proposals.
- To 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.

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- To 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 England IMS funding applications.
- 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.
- To 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 Homes 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.
- To 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.
- To 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.

Mentoring and supporting

- Provide day to day guidance and mentoring to project managers

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.

ALL employees are expected to:



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- 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
- 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.

Managers are also be expected to:

- To be responsible and accountable for ensuring compliance with the adopted Code of Conduct and the associated policies and procedures.
- To be responsible and accountable for identifying the risks and implications associated with the requirements of the role and take appropriate action to mitigate potential consequences
- Deliver departmental projects and initiatives as identified in the corporate and departmental plans.
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that staff attend identified training.
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded.
- Ensure compliance with Health & Safety legislation, policy and procedures; for example, completion of Risk Assessments/ Method Statements and Accident Investigations, ensure the correct number of First Aiders are in the team and promote compliance with mandatory training requirements.
- Effectively manage physical, human and financial resources allocated as your responsibility.

Signed

Date



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Print Name

Version No	Revision Date	Reason for Revision
001	01/10/2018	Restructure

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Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent communications skills (verbal & written) at all levels	E
	Strong financial skills	E
	Ability to establish and maintain effective working relationship across a wide range of contacts	E
	Proficient IT skills (Microsoft Office, SDS, IMS)	E
	Ability to prioritise workload and to work under pressure to meet tight deadlines	E
	Able to 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
	Knowledge of development process, building and quality standards	E
	Development experience in private, RSL or LA sectors	E
	Proven recent track record of development project delivery, from feasibility to final account, including a range of projects/procurement types and higher value more complex projects. Expected to have at least 5 years scheme delivery experience.	E
	Experience of negotiation of S106 projects	E
Qualifications	NVQ Level 4 in Management or equivalent qualification	D
	A relevant professional or technical qualification in construction, for example RICS, or relevant equivalent exempting experience	E
	Higher level qualification in relevant Property related subject	D
	Membership of a relevant professional body	D
	Full driving licence (if you have a disability we will explore reasonable adjustments with you)	E
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
	Demonstrated Personal and Professional Development	E
	Proactive and committed to continuous improvement in service delivery	E
	Maintain positive relationships with colleagues and external partners	E
	Lead, empower and motivate staff	E
Willing to take ownership and be accountable for decisions and actions	E	



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Attribute	Detail	Essential or desirable
	Organised approach in day to day operational issues	E