



Development Project Manager

Reports to: Head of Development
No direct reports

With more than 375 homes to build as part of our ambitious development programme, our Development Pod is a hive of activity! Central to all of it, is the need to provide high quality homes for our customers so that we provide a range of products that improve our communities. Your role is all about leading on the development programme, developing briefs for projects, running financial viability appraisals and making sure that from initial planning stages, right through to procuring consultants and managing risks, we deliver value for money with every scheme. Alongside the rest of the team, you will look to make the best use of our land, leading every project to success.

What you will need to do:

- Manage mixed tenure housing projects that deliver development schemes on time, within budget and to our quality standards
- Brief and manage the project team including consultants, architects, valuers contractors/ developers, reviewing and challenging their performance where appropriate
- Effectively manage project risk
- Monitor and achieve scheme completions and post practical completion targets and report on progress
- Inspire and motivate customers in order to maximise their input in the design of new homes and support them in shaping their neighbourhoods
- Make sure new homes are built to the highest quality and contribute to the development of sustainable communities
- Lead resident, leaseholder and other high profile stakeholder consultation
- Process monthly valuations issued by the Employers Agent, reconcile final accounts and record costs as per Homes England requirements, deal with contractual disputes, work closely with the Employers Agent regarding extensions of time, variations and keep accurate records
- Manage project budgets and produce accurate monthly project cash flow forecasts
- Carry out financial viability appraisals, detailed financial, risk and option appraisals
- Manage the progress of works, making sure we comply with all relevant legal requirements and expected standards
- Assist the Head of Development to secure new business opportunities
- Support the disposal of properties to meet the objectives of our active asset management policy



What you will be responsible for:

- Project managing development schemes from start to finish
- Making sure our development projects meet all internal procedures, statutory requirements and funding conditions
- Producing, analysing and negotiating complex legal agreements
- Writing and presenting reports to the Development Committee, Board and other groups for approval
- Leading the process to procure contractors in-line with organisational procurement processes to ensure best value
- Commissioning and managing construction related building professionals including consultants and contractors in accordance with corporate policy and best practice guidelines
- Producing and maintaining risk registers
- Making sure all schemes are fully compliant with the audit requirements of the organisation and external funders including Homes England
- Liaising with customers, colleagues and external stakeholders, especially the local authority, to make sure that the housing need proposed by development is delivered and schemes meet the expected local solutions
- Preparing and maintaining accurate audit files for every project in line with our policies and procedures
- Identifying development opportunities by establishing a network of sources for leads, including land and estate agents, property owners, developers, planning authorities and others
- Carrying out the disposals process including procuring sales agents to prepare all necessary legal and statutory paperwork and maintaining accurate records
- Participating in a rota system to provide evening and weekend phone support for contractors and customers when emergency situations arise (may also require occasional on-site attendance of emergency works)
- Any other duties that may be required to be carried out in-line with the remit of the post as directed by the Head of Development

Where you have come from:

- Somewhere that gave you significant experience in delivering housing development projects either in the affordable or private housing sector
- A place where you lead stakeholder negotiations and presented project plans to a wide range of audiences
- Exposure to working in a fast paced, dynamic environment where you managed project risk
- A place that has given you a good grasp of housing development and planning law



What our teams will see in you:

- A Project Manager with a track record of delivering mixed tenure housing
- Someone who is commercially astute and delivery focussed
- Personal credibility with a professional demeanour that generates trust and confidence
- A people person who is great at building relationships
- A person who listens to and creates opportunity for feedback from internal and external stakeholders and customers and translates this into action as far as is practicable, giving clear reasons for doing so
- Someone who sees the team in the widest sense, with a lead role in getting the best outcome and maximum buy-in to a project
- Someone who absorbs complex information quickly, can translate it to others and explain the reasons behind a decision
- A creative problem solver who believes in and delivers outcomes that make savings, greater productivity and higher quality
- The ability to constructively challenge the norm or a proposed course of action
- Good reasoning, logical thought and numerical ability

As a person, you will:

- Have a qualification in a relevant discipline - Project Management, Surveying, Construction Management or Planning - or equivalent by experience
- Solid experience of delivering mixed tenure housing developments with cost, time and quality parameters
- Have excellent verbal and written communication skills, and have a particular strength for negotiating and consultation
- Be able to network and build effective and productive working relationships and partnerships
- Have great organisational skills and an ability to prioritise
- Experience of researching, writing and presenting reports on complex issues
- Be a confident self starter with effective decision making and problem solving skills
- Demonstrate the ability to influence and motivate project teams
- Have a high degree of personal drive
- Be flexible – attend evening and weekend meetings in accordance with the responsibilities of the role
- Be skilled at presenting a positive image of an organisation
- Be committed to the aims and ambitions of Red Kite and broader issues facing providers of affordable housing