

**JOB DESCRIPTON and PERSON SPECIFICATION**

**Job title: SENIOR PROJECT MANAGER**

**Main purpose of the job**

* Project Management of development schemes to the standards and procedures of the Association.
* To ensure that all the above is driven by our values

**Reports to:** **Principal Development Manager (Programme Delivery)**

**Line manager for:** No current line management responsibility

**Department/ Team:** Development

**Key responsibilities:**

**Project Management**

1. To project manage schemes, and to co-ordinate project teams of consultants, developers, contractors and others from project inception to completion.
2. To actively liaise and create strong partnerships with our partners: the GLA, local authorities, the project team and all internal and external stakeholders.
3. Commissioning and briefing of Consultant Architects, Employer Agents, Quantity Surveyors, Structural Engineers, Mechanical and Electrical Consultants and all other approved relevant consults on individual projects as directed by the Development Manager and in accordance with procedures.
4. Appointment of and liaison with the Association’s solicitors on all legal aspects of purchase of schemes; transferring schemes to third parties and work relating to loan finance.
5. Examination of appropriate documentation to ensure that schemes are developed and completed in accordance with the Association’s agreed procedures.
6. Continual liaison with Housing Management staff on design and programme according to the Association’s procedures and good practice.
7. Ensuring all necessary documentation is received prior to handover and to liaise with housing management and other colleagues in accordance with handover arrangements and all relevant procedures.
8. Liaison with the Greater London Authority (GLA) and Local Authorities (LA) as well as other relevant bodies to ensure that schemes are developed and completed in accordance with relevant funding and procedural requirements.
9. To monitor schemes compliance with Islington and Shoreditch Housing Association’s (ISHA) Design Brief, GLA/LA funding requirements and good practice, ensuring issues raised are resolved in an acceptable way and in a timely manner.
10. Preparation and submission of documentation to funding bodies in order to secure adequate finance for the Association’s projects. This may on occasion require inputting data on GLA/Homes England’s OPS system.
11. Examination of appropriate documentation to ensure projects comply with GLA’s Affordable Housing Capital Funding guide or equivalent, and that all procedural compliance audit requirements are met.

**Financial**

1. Appraising the financial feasibility of schemes on “Pro-Val” software; producing long term cash flows and drafting reports for committee approval.
2. Setting up, monitoring, updating and control of project costs against approved budgets using “Sequel” software, ensuring compliance with all relevant expenditure guidelines and targets and preventing or minimising additional costs to ensure that value for money is achieved at all times.
3. Alert the Development Manager and Development Director of any variances from approved budgets and/or programmes.

**Defects Management**

1. To monitor and follow up on outstanding defects in accordance with the Association’s procedures. Ensuring that an outstanding service is delivered to our residents.

**New Business**

1. To assist if required by line manager in identifying new development opportunities in line with the Association’s development strategy and procedure.
2. To assist if required by line manager in negotiations for the acquisition of sites and completed dwellings with landowners and developers.
3. Involvement in preparing reports to Development Sub-Committee, Management Committee, Executive Committee, and Development Agency clients. Attending meetings where appropriate including evening meetings.

**Other duties**

1. Attendance at meetings with North River Alliance (NRA) members and managing agents and liaison with their staff and committee as per relevant development/management agreement.
2. To assist in the provision of information for KPIs (Key Performance Indicators) and other benchmarking tools.
3. To suggest appropriate modifications to the Association’s design brief where appropriate.
4. Involvement in any resident consultation initiatives as required.
5. Maintaining up-to-date knowledge of legislation affecting housing development.
6. To manage all contacts in line with ISHA’s quality standards, data protection policies and equality & diversity policy.
7. Carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager

* To take ownership and responsibility for any service-related complaints/queries from customers ensuring that the customer experience is positive, professional and within set timescales at all times.
* Take reasonable care to ensure personal safety and that of others and comply with Health and Safety policies and procedures.

**Person Specification**

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|  |  | **Desirable** | **Essential** |
| **Qualifications** | Hold a relevant related professional qualification (MCIOB, MRICS, CIOH, ARB, APM and/or RTPI), or can demonstrate equivalent relevant experience  Good general education with excellent literacy and numeracy skills |  |  |
| **Experience & Knowledge** | * Detailed understanding of the housing development process * Knowledge of Grant funded schemes e.g. GLA or Homes England Funding programme * Experience of project management * Knowledge and understanding of appraisal and cashflow management systems in development * Working Knowledge of Microsoft Excel and Word * Working knowledge of JCT Design and Build Contracts and Bespoke contracts |  |  |
| **Skills & Competencies** | • Good communication and liaison skills  • Good numeracy skills  • Good negotiation skills  • Good report writing skills  • Demonstrated ability to co-ordinate the work of project team  • Excellent organisation and record keeping skills  • Ability to effectively plan workload and follow up outstanding tasks  • Ability to chair meetings effectively |  |  |
|  | Proven ability to work under pressure and to meet targets and deadlines. |  |  |
|  | Competent at MS Office package and other relevant IT applications |  |  |
| **General** | Professional, flexible and enthusiastic approach to work |  |  |
|  | Work within the organisation’s policies and procedures and implement them effectively |  |  |