



Poole Housing Partnership Ltd

Job Description

Job Title	Building Development Manager
Salary Band	Band G
Department	Asset and Development
Line Manager	Head of Asset Development
Location	Beech House

MAIN PURPOSE

- To project manage across the organisation provision of new affordable housing on behalf of BCP council.
- To act as one of PHP's experts on affordable housing developments, managing all aspects of each project from inception to completion as required
- To ensure that all stakeholders are fully briefed on projects and to work with all partners to ensure effective delivery of plans and projects.
- To be responsible for preparing and delivering a pipeline of future new build development opportunities. To include the identification of potential land development, site expansion and rationalisation of the BCP Council housing stock.
- To ensure all development initiatives meet local affordable housing priorities and make effective use of all available sources.

MAIN RESPONSIBILITIES

1. Identify and facilitate new build affordable housing projects, with the responsibility for compiling and project managing the project brief, scope, design, planning and delivery from inception through to completion.
2. Be responsible for the programme management of a range of development projects. Provide a coordination role for internal services, procurement, Finance, Legal, Housing Management and Estates in the production of new build affordable housing.
3. To work independently, and as part of the wider team, to develop the impact of the Asset Development team, ensuring that there is a regular delivery of new build stock meeting Council needs.
4. To use own initiative to identify opportunities for new build and to ensure that all stakeholders support proposals under development.

5. Production of the client technical brief or employers requirements for the engagement of specialist professional consultants, contractors evaluating competitive fee proposals for cost, quality and sustainability. Obtain quotes and commission specialist works, services and contracts associated with new build projects, e.g. ground and drainage surveys, Topo surveys, ecology and arboriculture surveys, etc.
6. Liaise with other local and national public bodies in the delivery of client project management functions associated with new build projects, e.g. Planning Authority, LABC, NHBC, Public Utility providers and Fire Authority.
7. Work with other Council service groups and teams to ensure that BCP Council strategies and policies align with and support the priority provision of affordable homes. Contribute to those strategies and policies as appropriate and provide prompt corrective action where necessary.
8. Commission and evaluate feasibility studies and carry out viability assessments for new housing development scheme, using initiative and creativity during the project planning process, in advance of commencing the formal procurement process.
9. Ensure accurate and timely asset intelligence information is produced on the completion of all new build, major works and planned investment projects, ensuring operational manuals, building drawings, warrantee certificates etc. are produced for future maintenance operation, to include populating the centralised housing management and stock database with asset intelligence data.
10. Provide the Lettings team with advanced notice of all the technical information for completions, handover schedule and administration of nominations in good time. Liaise with the Housing Officers and Lettings team, where the implementation of a Local Lettings Plan is required.
11. Liaise with BCP Council's Legal Services to ensure that appropriate agreements are in place regarding any property acquisitions. Be responsible for arranging any conveyancing documents for Legal Services.
12. To liaise with BCP Council to regularly monitor and record the information on local housing needs and ensure that the priorities set for development schemes adequately reflect the identified need e.g. type/size/location and tenure mix.
13. Prepare specifications, schedules of work and any cost/estimates where required and ensure that all new build, major and minor works order/ contracts comply with appropriate legislation, codes of practice, British/European standards, BCP Council's Standing Orders and financial regulations.
14. Coordinate work activities and liaise with colleagues, with emphasis on maintaining a consistent approach in relation to project management, specification and performance standards. Bring to the attention of senior staff any aspects demanding further action or resolution and participate in discussions and meetings as necessary.
15. Provide a collaborative project management culture through partnership working with Housing Officers, Estate Management staff and BCP Council stakeholders, exchanging data, and developing tenant participation and engagement opportunities. Ensure effective communication of projects using project management principles (e.g. PRINCE2), attendance of public meetings, customer panels, etc.

16. Maintain an awareness of changes in relevant legislation and practices and ensure this is quickly shared with other relevant staff within PHP.
17. Meet all client/designer responsibilities and duties in respect of Health and Safety legislation for construction activities and ensure that contractors meet their responsibilities and duties in respect of Health and Safety legislation.

FINANCIAL/BUDGETARY:

1. Working closely with the Head of Asset Development to ensure that the appropriate considerations of budgetary and contractual matters are taken to ensure projects are delivered within financial targets.
2. Establish financial models that will contribute to the development of additional affordable housing. Liaising and negotiating with Homes England, private developers, Registered Providers and others to lever in additional finances.
3. Develop and maintain budget and cost control monitoring and reporting methods for new build, major works or allocated sections of the PHP approved planned investment programme. Ensure that programmes are delivered on time, that projects are measured against clearly defined success parameters and that any performance issues are promptly and appropriately addressed.

GENERAL

1. Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
2. Undertake such other duties as may be required from time to time, commensurate with the level of the post.
3. Comply with all decisions, policies and standing orders of Poole Housing Partnership and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.

NOTES

1. PHP reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or the level of responsibility.
2. The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and respect for all employees and service users, and is consistent with PHP's Equal Opportunities policy.

Head of Asset Development

August 2019

Employee's Signature Date

Manager's Signature Date

Job Title: Building Development Manager

Department: Asset and Development

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Specifying works and managing contractors and/or consultants on building related projects Producing development appraisals Acquisitions of land development agreements, land transfers, funding agreement, etc. 	<ul style="list-style-type: none"> Application Interview References
Qualifications & Training	<ul style="list-style-type: none"> HND/HNC in a Building related course is essential An Building related qualification/HND/HNC in construction studies with a significant period of directly related experience is desirable 	<ul style="list-style-type: none"> Application Certificates
Aptitudes & Abilities	<ul style="list-style-type: none"> Excellent customer care skills Proven project and/or contractor management skills Good IT skills (Microsoft Office) Good problem solving skills with the ability to analyse complex problems and provide innovative solutions through the use of modern building techniques Good presentation skills 	<ul style="list-style-type: none"> Application Interview Practical Assessment
Knowledge	<ul style="list-style-type: none"> Understanding of Homes England grant funding regimes and ability to co-ordinate funding bids to help deliver affordable housing programme Some understanding of construction contracts, processes and law. Health & Safety Law Working knowledge of public consultation and participation methods. Good understanding of Public Procurement Regulations 	<ul style="list-style-type: none"> Application Interview Practical Assessment
Attitude & Motivation	<ul style="list-style-type: none"> Customer focused Excellent verbal and written communication skills with the ability to communicate effectively at all levels Good attention to detail Self motivated individual with good organisational skills Flexible and cooperative working style with the ability to work calmly and effectively under pressure Committed to excellence in public services A strong commitment to equality and diversity 	<ul style="list-style-type: none"> Application Interview References
Other	<ul style="list-style-type: none"> Use of a vehicle for work 	<ul style="list-style-type: none"> Driving Documents