

### Job Description

<b>Job title:</b>	Development Project Manager (30 Hours per week)	<b>Responsible to:</b>	MD- Sandway Homes
<b>Responsible for:</b>	Provide support to the business and operations marketing executive as part of their role is to assist the project manager	<b>Location:</b>	Hybrid  May include travel across Sefton and includes home based working

### Overview of the role

As Development Project Manager, you will work as part of Sefton Council's Housing Company, Sandway Homes which is delivering a multi-million-pound delivery programme of new build homes across Sefton. You will support the team and Board, providing Project Management for current and future Sandway projects. In addition, you will be responsible for the day-to-day management of a wider technical and professional consultancy team to ensure delivery of Sandway's existing and future Housing Delivery Programmes.

You will contribute to the development and implementation of Sandway's programme and ensure that regular and concise information is provided for Board and the Company Shareholder. You will actively promote the Company and brand, ensuring that the Company is well-placed to deliver a high quality, customer focused service providing new homes across the Borough.

### Main responsibilities and accountabilities

#### Project and Development Management

To provide overall project management and support to Senior Management Team / Board of Sandway on all development projects and delivery to the highest standards including:

- The appraisal and assessment (including viability and risk) of residential development projects.
- Brief, procure and manage external consultant teams of employer's agents, architects, structural engineers, and principal designers. In conjunction with consultant teams, manage the procurement of contractors in accordance with Sandway's requirements.
- Project Management, ensuring expenditure is defrayed and outcomes achieved within timescales expected by the Companies Business plans and strategies.
- To be lead Project Manager and budget holder for build projects including where appropriate managing multi-disciplinary teams to ensure a well-co-ordinated, efficient approach to development delivery.
- Provide lead point of contact to external Registered Provider contacts in relation to the project management of any affordable housing acquisitions.

- Ensure Sandway risk registers are managed, kept up to date and that a risk management culture is embedded as part of residential development activity.
- Work as part of the Management Team to monitor project progress against agreed spend, budget and performance targets, ensuring statutory obligations are met.
- To support to the business and operations marketing executive as part of the role is to assist the project manager.

### **Strategy and Development**

- To provide support to the MD and Management Team with the planning, development and co-ordination of new projects and work streams to meet the aims and objectives of Sandway Homes.
- Provide continuous improvement to meet the needs of customers and stakeholders (internal and external)- in relation to product design and quality.
- Prepare Board reports / management updates as required by the Management Team and obtain appropriate approvals in accordance with the company's Financial Regulations.
- Develop personal development and continuous professional development opportunities to ensure the achievement of the targets and the Company business and service aims and objectives.
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Portfolios business and service targets.
- Develop the Company's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- This job description is not wholly prescriptive or exhaustive. It provides a framework to outline the main areas of responsibility.

*It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of Sandway Homes and Sefton Metropolitan Borough Council as the Company shareholder, and to ensure that all work functions are undertaken in accordance with health and safety legislation and code of practice;*

### **Key Skills and Knowledge**

- Academic training and qualifications to Degree level or equivalent.
- Further managerial and/or development experience.
- Project management experience.
- Recent experience of new build housing development

- Experience of working alongside site teams to ensure the quality delivery of the product to the purchaser/external client as well as ensuring any snagging issues are dealt with appropriately.

### Key Competencies

- Strategic thinker - looks for patterns and relationships across differing and varied sources.
- Considers and understands own role and contribution in delivering Sandway priorities and the bigger picture.
- Communication skills - communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.
- Creative Thinker - generates new ideas and solutions in order to improve performance and delivery.
- Analysis and planning - thinks logically and analytically to get to the core of problems; manages and assimilates scheme information resulting in effective decisions based on sound commercial knowledge and expertise.
- Risk Management- has the ability to identify risks within the function and support risk management activities across the Sandway business.

### Key contacts

- Establish strong and independent relationships with the Sandway Board, Shareholder and other Stakeholders, providing a balance of challenge and added value, insightful financial analysis and recommendations.
- Establish strong working relationships with the Council's Public Relations and Communications Team, ensuring that the benefits of the Sandway brand are publicised and understood.
- The post is responsible for actively promoting and representing Sandway Homes Limited to a broad range of stakeholders. Key contacts in the post are detailed below:

#### Key internal contacts are:

- Board of Directors
- Shareholder Representative
- Sandway Homes Management Team
- Other staff, as and when they join the Sandway team
- Interns and/or apprentices

#### Key external contacts are:

- Shareholder's Sponsors
- Various teams from across Sefton Council, including but not limited to Planning, Property, Housing, Communications, Highways, Green Sefton
- Sales Agents / Marketing consultancy
- Professional team
- Solicitors
- Liverpool City Region Combined Authority
- External bodies, e.g., Homes England, NHBC.

**Person Specification: PROJECT MANAGER- SANDWAY HOMES**

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>Qualifications</u>		Application / Interview
Relevant Academic and/or Professional Qualification or equivalent experience/skills.	E	A/I
Appropriate Leadership/Business Qualification or equivalent experience/skills.	D	A/I
<u>Experience</u> (All appropriate to the level of the post)		
Managing development schemes including open market sales affordable housing within the Housebuilder / Developer / Registered Provider sectors.	E	A/I
Procurement of large development programs and contractor management.	E	A/I
Managing individuals and teams to successfully achieve targets and improve service delivery.	E	A/I
Management of large budgets and accurate delivery of programs to cost and programme.	E	A/I
Experience of working effectively and in partnership with a wide range of service partners and stakeholders.	E	A/I
Knowledge of sales projections / housing market performance and economic trends which may impact on delivery.	D	A/I
Evidence of advising and supporting sales and resource management, including project management, resolving conflicting priorities.	E	A/I
Applying effective monitoring and control procedures.	E	A/I
Experience of identifying value for money service outcomes.	D	A/I
A successful record of delivering customer focused services that involve users and drive-up standards and performance.	D	A/I

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<b>Ability, Skills &amp; Knowledge</b>		
The ability to provide effective leadership and contribute to the overall running of Sandway as a member of the Management Team.	E	A/I
Knowledge / understanding of grant funding including CA / HE systems.	D	A/I
Ability to adopt a strategic view and relate strategy to action and outcomes.	D	A/I
Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.	E	A/I
Ability to lead and manage services and motivate others to high performance through periods of change.	E	A/I
Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities.	E	A/I
Ability to operate effectively with a high volume and at times, highly sensitive workload.	E	A/I