



Job Description

New Build Senior Project Manager

£60,000 per annum

Role Purpose:

Barnet Homes is playing an exciting role in developing new homes in the London Borough of Barnet. Our wholly-owned subsidiary, Opendoor Homes has recently achieved Registered Provider status with Homes England. As a new housing association, we are delivering an ambitious development programme of almost 1,000 new homes to be completed by 2021.

In order to deliver this challenging work plan we are looking for a proactive and experienced Senior Project Manager. You will bring enthusiasm and a “can do” attitude to developing the new homes that mean so much to our residents.

You will have the opportunity to project manage a range of new initiatives from inception to completion. To be successful in this role, you will have proven experience of delivering housing development projects.

You will work in collaboration with other services, and senior management to ensure that services are joined up appropriately and are aligned to the achievement of our aims and objectives to enable the delivery of high quality new homes.

This role will suit adaptable, flexible, individuals who are committed to ensuring a high quality work standard, and continually seek to improve performance.

MAIN DUTIES AND RESPONSIBILITIES:

DELIVERING NEW BUILD SCHEMES

- Act as lead client on complex projects and manage them to a successful completion in terms of time, cost and quality.
- The projects are likely to be mixed tenure and mixed-use schemes and may involve complex land assembly and/or estate regeneration.
- Consult regularly with other internal client departments and with all external bodies in order to ensure the project brief includes the requirements of all clients and stakeholders.
- Have the experience and ability to ensure quality assurance on all schemes.
- Identify, procure, using Opendoor's procurement policy, appoint and manage external professional and technical support as required to implement and deliver the development programme, including consultants and contractors to ensure value for money and quality assurance on all new homes.
- Implement the company's new build policies and procedures including consulting on them and updating as required on a regular basis
- Manage own projects and project teams, internal and external partners using the New Build team's project management software.
- Liaise with internal departments and external sales agent in connection with the handover of completed projects.
- Attend snagging and handover inspections and ensure that all documentation required is obtained from the project team and passed to relevant internal client departments.
- Ensure all projects comply with the client's responsibilities under the Health & Safety regulations.
- Ensure all schemes comply with any audit requirements.

CONTRIBUTING TO OPENDOOR HOMES GROWTH

- Lead on contributions to the development of the Group Business Plans and make the business case for future investments.
- Be pro-active in the development of new build initiatives and ensure that plans are successfully implemented.
- Exert strict financial control throughout the development period, monitor profit and maintain project information and produce regular progress reports.
- Ability to produce feasibilities on new initiatives for multiple tenures.
- Pro-active in seeking new development opportunities for Opendoor Homes in order to fulfil its Business Plan targets for Growth.
- Research new innovations in the housing market and test their suitability for Opendoor Homes.
- Present new opportunities in a cohesive manner detailing feasibilities, risks, budgets and methodology.
- Give options appraisals on multiple tenures.
- Liaise with colleagues on the design, layout and specification of sale units in order to achieve maximum outturn values.
- Ensure all development costs are kept under strict control and recorded on project files by reviewing actual spend against estimated spend. Maintain monthly cashflows.
- Instruct regular RICS valuations on sale units and monitor to ensure we are meeting/exceeding expected sales values.
- Monitor contract variations and bring to the attention of the Head of Service any variations that have cost implications and report the effect of these changes on the contract.
- Monitor profit levels of private sale schemes and consider ways of increasing profit via additional site GDV, improved marketability and sales rates, reduced costs etc
- Deal with correspondence and negotiations with the Funding Authority relating to any potential costs which do not qualify for grant funding. Ensure that such costs are not incurred without prior reference to the Head of Service.

- Ensure all invoices relating to development expenditure are correct before authorisation by the Head of Service.

MEETING FUNDERS OBLIGATIONS

- Assist internal departments in securing scheme-specific financing / accessing loan facilities.
- Produce detailed reports to deadlines and present information at Board and Full Council using the Council project management templates.

LIASON WITH STAKEHOLDERS

- Key point of contact for all internal and external stakeholders and ensure that all schemes are handed over smoothly.
- Work with Development Assistant to ensure all defects are dealt with in a timely manner.
- Lead on consultation with residents for new schemes.

COMMUNICATIONS

- Keep project details up to date and ensure all stakeholders are aware of scheme progress.
- Responsible for wider project communications, including instigating and managing the team's Twitter account and regular blogging on the staff intranet.

OTHER DUTIES

- Demonstrate awareness of and implement health and safety issues relating to post
- Work flexibly to provide a seamless service and to fulfil the business aims of the Opendoor Homes

PEOPLE MANAGEMENT

- Assist the Development Manager/Head of New Build in allocating, supervising and monitoring the work of the Development Officer.
- Joint responsibility for the management and training of the Development Officer

GENERAL OBLIGATIONS

- In order to deliver the service effectively a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.
- Deliver The Barnet Group's commitment to equality of opportunity both in the provision of services and as an employer.
- Promote equality in the work place and in the services The Barnet Group delivers.

PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE

Essential:

- Degree level or equivalent through relevant training/experience
- Experience of new build development project management including a track record of delivering complex projects.

Desirable:

- Construction/development-related qualification
- Membership of a construction related professional body
- Technical knowledge of the construction and development environment including: development appraisal, construction law, construction technology, planning.