

Job Description and Person Specification

Job Title	Project Manager – New Build Housing
Job Grade	NCC grade I
Reports to	Senior Development Manager
Direct Reports	N/A
Other Resources	Laptop and Mobile
Role Purpose	To manage the effective delivery of a range of new build housing and refurbishment projects, in accordance with NCC objectives and targets, through all stages from inception to final account, acting in accordance with procedures and guidance published by NCC and funding authorities and to fulfil the client function in the procurement of new homes.
Key Accountabilities	<ul style="list-style-type: none"> • Responsible for managing the development of multiple housing development projects from small-scale redevelopment of garage sites to large scale mixed tenure housing developments. • To develop the initial development brief including project objectives and agree project outcomes, consulting with internal and external stakeholders. • To develop project budgets, liaising with the Senior Development Manager and Managing Quantity Survey to ensure that this is set within budget parameters. • To establish and lead the project team including the commissioning of design consultants and other specialist consultants. • To carry out feasibility studies and option appraisals. • To establish project programmes, prepare, and maintain project execution plans. • Responsible for preparing scheme risk management strategies - developing and maintaining dynamic project risk registers to effectively manage risks, ensuring projects are successfully completed within budget and to agreed timescales and to ensure project objectives are met. • To monitor and review updated cost information against approved budgets, financial regulations and procedures. Co-ordinate value engineering processes, where necessary. • To administer the change management process including the monitoring of costs and seeking approvals to specification changes and any other changes required under the terms of the contract. • Represent the 'client' at all site/construction meetings • Ensure client obligations under CDM regulations are fulfilled. • Obtain and review progress and quality reports from Clerk of Works, Cost Consultants and Contractors. • Ensure projects meet the relevant industry standards, contract requirements and best practice.



	<ul style="list-style-type: none">• Contribute to the review and improvement of development policies and procedures.• Facilitate and manage post completion reviews.• Represent NCC at meetings with stakeholders and other potential partners, promoting the organisation positively, maintaining good working relationships including liaising with Local Authority partners, local Councillors, planning officers, funders e.g. Homes England.

Created by Joanne Hill, December 2018

Signed and agreed by the post holder..... Date.....

PERSON SPECIFICATION –

Requirements	Essential – E /Desirable – D
Experience and knowledge	
<ul style="list-style-type: none"> • Experience of project management • Experience of successful delivery of new build housing and refurbishment projects • Experience of budget control/financial management • Knowledge of building development processes and applicable statutory requirements • Experience of working in property development in a residential and/or commercial environment • Experience of risk management • Experience of leading multi-disciplinary teams • Knowledge of building safety and fire safety legislation • Knowledge of CDM, Health and Safety and building regulations 	E D E D D E D E E
Skills & Abilities	
<ul style="list-style-type: none"> • Ability to communicate well with a wide range of people, both verbally and in writing, demonstrate strong presentation skills, with the ability to present complex information to a range of audiences • Ability to work within a small team • Self-motivated with effective planning skills and ability to manage multiple complex projects, working to deadlines and able to allocate and prioritise resources effectively • Ability to negotiate and make effective decisions • Ability to manage conflicting demands and changing priorities • Ability to gather, analyse and interpret data • Hold a current valid driving licence and access to a vehicle and ability to use IT software such as Microsoft Office packages 	E E E E E D E
Qualifications	
<ul style="list-style-type: none"> • Prince 2 or relevant qualifications or proven track experience • Working knowledge of Microsoft Project 	D D
Behaviours	
<ul style="list-style-type: none"> • Ability to establish and maintain good working relationships and be resilient with ability to work within a changing environment • Willing to work flexible hours (e.g. for occasional evening meetings) • Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council' Equality and Diversity Policy. 	E E E

Author: Joanne Hill
Date: December 2018