

# ENGLISH RURAL HOUSING ASSOCIATION

## Job Description – September 2024

<b>Job Title:</b>	Development Project Manager
<b>Contract Type:</b>	Permanent
<b>Area of operation:</b>	Development
<b>Hours:</b>	37.5 hours per week
<b>Responsible to:</b>	Development Director

### PRINCIPAL RESPONSIBILITIES:

- (a) Work with colleagues in the Development Team to investigate and bring forward new housing development opportunities.
- (b) Work with the Development Director and Regional Development Manager to ensure that the Association's development programme is delivered efficiently and in accordance with Regulations, best practice, English Rural policies and procedures and the English Rural Business Strategy.
- (c) Liaise and develop effective relationships with external partners, including local authorities, Parish Councils, Homes England, developers, other Registered Providers, landowners, consultants and contractors
- (d) Deputise for the Regional Development Manager and Development Director as and when required for specific projects (or work stages within projects), as agreed with the Development Director.

### MAIN ACTIVITIES:

- (a) **Development Programme:**
  - Initiate and maintain positive and effective external relationships with current and potential partners and agencies important to the development process.
  - Represent and promote English Rural with external and partner bodies, landowners, consultants and contractors

- Work with the Regional Development Managers to secure the support of key stakeholders including parish and district councils.
- Work with the Regional Development Managers and appointed professional consultants to take projects forward from inception to completion, under the direction of the Development Director, including:
  - i. Investigating and appraising potential sites for development. Undertaking scheme viability and financial appraisals using the company's appraisal system to ensure the schemes meet our own affordability, quality and sustainability objectives.
  - ii. Coordinating feasibility studies and necessary site surveys
  - iii. Appointing and coordinating the work of technical and design consultants, including preparation and submission of planning applications. To chase and push through planning applications to successful consent, liaising with planning officers and design teams, local Parish Councillors and other specialist consultants.
  - iv. Responsible for the preparation of necessary legal documentation and agreements (using external solicitors) including land acquisitions and validating/executing necessary development legal documentation such as S106, S38, S278 agreements
  - v. Support any necessary applications for capital grant funding and scheme financing, ideally with experience of the Homes England grant funding system, IMS
  - vi. To be accountable for all aspects of specifically assigned project budgets and be aware of and adhere to applicable regulations and procedures
  - vii. Providing technical and project management support throughout the planning and pre-construction phases
  - viii. Attending site meetings as the representative of the Association as required during the construction phase
  - ix. Co-ordinate arrangements at scheme handover to Resident Services team, including pre-handover inspection visits and provision of necessary rent and service charge information to ensure the new properties are handed over effectively.
  - x. Deal with defects and other post completion matters during the Defects Liability Period
  - xi. Ensuring that relevant documentation is assembled and maintained for scheme audit purposes

**(b) Working with Development Director:**

- Advise, support and assist the Development Director on development projects as and when required
- Provide technical and other advice to improve the Association's Development Policies and Procedures, and working practices, including preparation of documentation and templates to improve internal and external audit processes
- Providing support to oversee team financial expenditure and monitoring of contract information such as insurances and warranties. Assist with monitoring

consultant and contractor performance and any necessary resident surveys for development schemes

- Providing support and a 'champion' role to improve contract filing systems/checklists as we move over to a cloud based 'Microsoft Teams' scheme filing and audit system.
- Providing support to oversee any development stage defects procedures and ensure appropriate monitoring is in place to satisfactorily complete property defects
- Provide support in completing necessary statistical returns to Homes England, local authorities etc.

**(c) General:**

- Attend and contribute to regular meetings of the Association's Development Team
- Contribute to review and amendments to the Association's Development policies and procedures
- Operate at all times in accordance with the Association's Standing Orders and Financial Regulations
- Ensure data is processed in accordance with the Association's procedures and in compliance with Data Protection requirements.
- Participate in the implementation of the Association's policies and procedures, including health and safety at work, equality and any associated regulatory requirements.
- Carry out such other duties as may be agreed from time to time with the Development Director and the Chief Executive.
- This role will involve regular travelling to site meetings and new opportunities within the wide geographical development area of English Rural covering much of the Southeast, Surrey, Hampshire and more recently into Gloucestershire and Cambridgeshire. Applicants are therefore expected to have a valid full UK driving license.

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## Person Specification

### Project Manager - Development

#### PRINCIPAL APPOINTMENT CRITERIA

The demonstration of:

- (a) An appropriate qualification and/or extensive relevant practical development experience in the Housing sector and preferably with experience of developing rural housing
- (b) Excellent project management skills, particularly in communication, management of project meetings, conducting negotiations and maintaining effective control of projects, to facilitate the delivery of new homes to the required standard, to an agreed programme and within budget
- (c) The experience and ability to contribute to the continuing development of the Association's Development Procedures, including design, quality and specification (Employers Requirements)
- (d) Experience and understanding of affordable housing development processes, procedures and scheme auditing in order to implement and oversee any necessary continuous improvement
- (e) The ability to work on your own effectively, within development procedures and Standing Orders and Financial Regulations, including good analytical and time management skills
- (f) An ability to be a team player in a small team
- (g) Ability to prioritise workload, agree targets and meet deadlines
- (h) A willingness and ability to travel over a wide geographical area – A full driving licence is therefore essential for the role
- (i) A flexible approach to tasks, responsibilities and hours and location of work
- (j) Professional, friendly, open and honest approach with the ability to work effectively with a wide variety of stakeholders both internally and externally
- (k) Excellent communication and interpersonal skills
- (l) Excellent numeracy skills and attention to detail
- (m) Excellent IT skills, including Word, PowerPoint, Excel and commonly used software systems – Previous experience with MS Teams would also be beneficial

- (n) An understanding of and support for equality and access legislation, policies and practice

#### ADDITIONAL DESIRABLE CRITERIA

- (a) An understanding of housing association and Homes England development procedures and scheme development standards
- (b) An understanding of construction contract procurement routes, including JCT Design and Build Contracts
- (c) Champion Health and Safety to ensure all statutory responsibilities are satisfied with an understanding of the Construction (Design and Management) Regulations (CDM)
- (d) An understanding and experience of working with rural communities and excellent customer care
- (e) A track record in rural housing development, and in particular the development of Rural Exception Sites, including experience of constructive engagement with district and parish councils, and in resolving issues involving sensitive and/or technically difficult sites

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