

**HOME GROUP LIMITED**  
**JOB DESCRIPTION**

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title:</b> Senior Delivery Manager	<b>Date:</b> September 2014
	<b>Reports to:</b> Head of Delivery / Head of Development and Delivery	<b>REF: HOMEJD376</b>

<b>2</b>	<b>JOB PURPOSE</b> <ul style="list-style-type: none"> <li>• To deliver new schemes on time and to budget to ensure implementation of the development programme for the region.</li> <li>• To manage projects from the completion of legals, grant of planning permission up to completion on site, handover and through to the end of Defects Liability Period</li> <li>• To manage with rigour and diligence to drive and deliver the highest possible quality of housing development</li> <li>• Contribute to the management of the region as part of the regional management team</li> </ul>
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<b>3</b>	<b>DIMENSIONS</b> <ul style="list-style-type: none"> <li>• Budget responsibility – 500k</li> <li>• Delegated authority – 20k</li> <li>• Direct reports – depending on region, but generally 1</li> </ul>
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<b>4</b>	<b>ORGANISATION CHART</b>
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<b>5</b>	<b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b> <ul style="list-style-type: none"> <li>• Degree level education or equivalent</li> <li>• Qualified or working towards a recognised Project Management Qualification (such as APM, RICS)</li> <li>• Background in project management at a senior level with demonstrable experience in the delivery of high quality new homes on site</li> <li>• Understanding of the commercial aspects relating to housing development</li> <li>• Well developed interpersonal and negotiating / influencing skills</li> <li>• Knowledge of HCA/GLA IMS System</li> <li>• Extremely well organised, with evidence of putting robust project management procedures in place and the clear ability to be able to manage and prioritise a number of projects at one time</li> <li>• A track record in delivering multi-site residential-led development projects</li> </ul>
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- A track record in delivering complex mixed-tenure sites of scale successfully
- Knowledge of/experience of sales and understanding of commercial objectives.
- An understanding of and experience of the multi-disciplinary disciplines required to originate, plan and deliver large scale complex residential led regeneration and development activity, including third party suppliers
- A background of partnership working, including joint ventures with contractor / development partners
- An understanding of and experience at a senior level of the multi disciplinary skills and services required to originate, plan and deliver residential led development, including direct management of contractor partners
- An understanding and experience of the planning system and implementing compliant and approved schemes.
- A clear understanding of the required design standards and evidence of the ability to manage and deliver their implementation
- A key understanding and experience of the commercial drivers and processes aligned to the development process, including contractor procurement and management
- A comprehensive understanding of all aspects of professional project management required to deliver residential led development sites
- A demonstrable understanding of delivering outstanding design and the highest possible quality standards for new homes
- Ability to act as process owner, managing and driving improvements, aligning to Home's process framework and approach.
- Track record in managing colleagues providing effective and engaging communications
- Can demonstrate a clear understanding of business goals of the wider organisation to enable effective contribution to operational and strategic issues. Collaboratively supports and *embodies* the 'one organisation' approach.
- Ability to think through complex issues and devise the most appropriate solutions
- Ability to manage high levels of ambiguity and uncertainty, working constructively with others to achieve positive outcomes for the Group
- A strong communicator with a proven track record in managing colleagues and external teams providing effective and engaging communication
- Excellent and credible presentational skills.
- Ability to write clear and concise reports, summarising the essence of complex issues and reaching well argued and clear conclusions and recommendations particularly with regard to the investment approval processes

## 6 KEY RESULT AREAS

- To work with the Head of Delivery to deliver the regional development programme
- To successfully project manage identified projects ensuring project aims and objectives are fully met, through appropriate project measures. (i.e. Time, Cost and Quality).
- To manage and direct external contractors with rigour in order to ensure delivery of the highest possible quality of product
- To liaise with internal and external stakeholders where appropriate.
- To provide a customer focused and professional service, not only to customers and client organisations but also internal customers e.g. customer services, maintenance, etc.
- To sustain good relationships, with key external stakeholders and partners.
- Ensure that every project complies with standard Home Group and the associated funding body (project sponsors), policies, standards and procedures.
- To become familiar with and operate all new initiatives introduced as necessary by the funding bodies
- To select for approval appropriate Contractors for each Building Project ensuring their suitability for the work involved.
- Process all relevant certificates and invoices for approval.

### Specific Delivery Management Duties

- To monitor and track project performance against agreed aims and objectives (i.e. expenditure in relation to forecast scheme costs and overall budget allocations), taking necessary remedial action to realign performance when necessary, and report to the HOD appropriately.
- To ensure high standards of workmanship and materials are achieved on development projects, reviewing each scheme on completion in conjunction with project teams and other key stakeholders. To ensure identified milestones are met, e.g. Board Approval, scheme acquisition, start on site and practical completion.
- To attend site meetings regularly to perform the function of the client and keep project teams and other key stakeholders informed of any variations to the original agreed parameters.
- To organise, chair and be responsible for specific meetings within a partnership context e.g. Delivery Team.
- To manage the project cashflow regularly and diligently.
- To ensure Final Accounts are correctly submitted and that relevant documentation complies with any relevant requirements.
- Submit accurate funding claim details to the relevant internal and external finance/administration departments where necessary.
- Advise the Head Of Delivery immediately of any potential

contractual problems.

- Identify and inform the Head Of Delivery of all project risks and how they intend to be managed and monitored.
- To resolve problems in collaboration with project teams and the development team, through innovative and creative solutions.
- Capture and share the learning from each project by constant review, and champion continuous improvement.
- Process all relevant certificates and invoices for approval

#### Other Duties

- Ensure that all key stakeholders are kept informed of project progress and anticipated important milestones (i.e. Practical Completion, Handover).
- Provide the other members of the development team with relevant project information for financial reports, etc.
- To collate, check and report Regional development information in the absence of the Head Of Delivery.
- To promote and represent Home Group where appropriate, in order to maximise development opportunities and maintain the reputation of the Group.
- Apart from a responsibility for your own health, safety and welfare, ensure that staff under your supervision perform their duties with due regard to the Group's Health and Safety Policy, Procedures and Safe Systems of Work, in a safe working environment.
- Jobholder has scope to influence the forward Development programme for Home Group.
- To deliver all the targets as set out within Business Plan relevant to the Development team
- To provide an integrated Development Project Management function, and in doing so ensure the effective delivery of approved development projects
- To promote business development opportunities in line with the Corporate Strategy and Development Strategy
- To contribute to the development of the wider Business Unit strategy and subsequent Business Plan
- To ensure compliance with all aspects of Corporate Governance
- To liaise with Programme Team and providing specific information to meet specified HCA/GLA/Scotland Government milestones

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### **COMMUNICATIONS AND WORKING RELATIONSHIPS**

*Your main contacts will include:*

#### **Internal:**

- Members of Group Executive
- Members of The Senior and Business Leadership Teams
- Members of the Development Business
- Members of the other Businesses within the Group
- Enterprise & Development Programme Team

	<p><b>External:</b> (to include, but not be limited to)</p> <ul style="list-style-type: none"> <li>• Homes and Communities Agency, Greater London Authority and their equivalent in Scotland</li> <li>• The housing and commercial development sector</li> <li>• Registered Social Landlord Sector</li> <li>• The commercial contracting sector</li> <li>• Local Government</li> </ul>
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<b>8</b>	<p><b>SCOPE FOR IMPACT</b></p> <p>Detailed below are the significant aspects of the job outside of the key result areas</p> <ul style="list-style-type: none"> <li>• As an important member of the development team you will have a major impact upon the Business in the successful realisation of the development programme within your region to time , on cost and to the required quality</li> </ul>
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<b>9</b>	<p><b>CORPORATE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for the health, safety and welfare of yourself and through your acts and /or omissions do not affect your colleagues. Actively follow the Group's health and safety Policy, Procedures and safe System of Work. This includes following instructions and undertaking training to ensure compliance</li> <li>• To undertake all reasonable training activity designed to support you in your role.</li> <li>• Promote equality and diversity as an integral aspect of working at Home and lead by example</li> <li>• To undertake any further duties as requested by your line manager commensurate with the level of your post</li> </ul>
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<b>10</b>	<b>JOB DESCRIPTION AGREEMENT</b>	
	Job Holders Signature:	Date:
	Managers Signature:	Date: