

City of Wolverhampton Council

Job Description

Job title:	Housing Development Project Manager
Directorate:	City Housing and Environment
Service:	City Housing – Housing Development
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Flexible
Responsible to:	Service Manager
Grade:	Grade 8

Job Purpose and Role:

You will develop, design, evaluate and project manage a portfolio of new build housing projects, ensuring that each of the projects you manage is delivered on time, to the correct quality standard, within budget and is compliant with any relevant standards and the requirements of the original brief. All activity is to be in accordance with the procedures, financial parameters and industry best practice.

Principal Duties and Responsibilities

1. The delivery of a portfolio of Council led development schemes from initiation to completion. Work up proposals for sites in line with Housing Development Procedures, that are financially viable, and are in line with CWC and/or WV Living's Housing Development Strategy.
2. Undertake viability studies of potential sites in line with Council design and specification requirements, funding requirements (e.g. Homes England and/or West Midlands Combined Authority), Development Strategy, as well as in consultation with Wolverhampton Homes and/or WV Living Sales team, local communities, tenants and residents. Financially model these feasibilities on the Council chosen software system (SDS Proval), while ensuring all processes in determining the feasibility are compliant with Housing Development/WV Living procedures. Obtain WVL Board and/or Council Investment Gateway approval for the feasibility.
3. As a budget manager prepare and manage financial appraisals, budgets, project programmes, risk maps, scheme viability reports in line with procedures, financial hurdles and benchmarks. Ensure financial appraisals are updated on the Councils/WV Livings chosen software system, SDS Sequel. Appropriate and timely reporting is undertaken in respect of scheme progress including the

management of cash flows and regular (monthly) reforecasting of cashflows.

4. Manage the financial performance of projects against budget and funding targets and seek approval for variances.
5. Work with Clerk of Works, colleagues in Wolverhampton Homes, City of Wolverhampton Council, consultants and others to ensure the smooth accountable transfer of the affordable housing elements of schemes, and effective workload planning of the lettings process.
6. Where projects are large scale regeneration schemes, work with tenants, residents, Tenant Management organisations, Wolverhampton Homes lettings and housing management and maintenance teams, to co-ordinate activity to determine investment, demolition and redevelopment proposals for the regeneration of estates, the development of Business Plans.
7. The effective planning and implementation of the delivery of approved estate regeneration plans, involving residents and tenants, relevant community, voluntary and statutory bodies to deliver high quality transformative outcomes that significantly and positively change the nature of estates.
8. Ensure that effective and appropriate procurement methods are used in accordance with WV Living and the City of Wolverhampton Council procurement policies and ensure probity is always maintained in respect of the appointment and management of consultants and the execution and administration of construction contracts.
9. Prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Housing Development Service and where necessary representation on behalf of the WV Living and/or the Council in respect of subsequent legal proceedings or other actions.
10. Prepare and submit bids for funding resources to Homes England and other sources.
11. Where properties are for sale, market rent and or shared ownership (or other similar products), assist the sales team in project related enquiries.
12. Compile update reports including any for the recommendation of each individual scheme in accordance with the requirements of the Council's internal procedures and where necessary present such a report to a meeting of officers, WV Living Board, the Council Cabinet and to other audiences.
13. Maintain detailed scheme files and make sure that our development database system is kept up to date at all times.

14. Develop design briefs, pre-tender procurement brief, Employer's Agents briefs and any other relevant briefs to deliver the housing development programme.
15. Contribute to the development of the Council Housing specification and WV Living Specification documents during the course of the development programme.
16. Utilise and update the Council's Project Management system Verto for use on Development Projects.
17. Where asked to do so undertake the supervision of project support staff and apprentices, holding regular 121s, annual appraisals, individual objectives are clearly defined and in line with Corporate objectives.
18. Provide advice to Councillor's, members of the public, developers, other bodies and other Council services, on national, strategic and local housing policies and programmes.
19. Undertake duties based on the needs of the service outside normal office hours as directed by the Head of Development, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
20. Participate in the wider development of the service and contribute to service improvement as required.
21. Ensure customer complaints are dealt with appropriately and in a timely way where these relate to development activity.
22. Ensure relationships with internal and external stakeholders are positive and appropriate communications are maintained.
23. To act in accordance with the Council's Constitution and other Codes of Conduct.
24. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
25. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
26. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

27. To participate in the wider development of the service and contribute to service improvement as required.
28. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
29. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
30. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date.....

Signature of post holder.....

CITY OF WOLVERHAMPTON COUNCIL
PERSONNEL SPECIFICATION

Post Designation: Housing Development Project Manager

- 1 Develop, design and project manage the Council's new housing initiatives.
- 2 Ensure that all aspects of the housing development life cycle, from inception to handover and post-handover contract management are managed in line with CWC/WVL development procedures.
- 3 Prepare and manage financial appraisals, budgets and cashflows.
- 4 Secure funding for the programme including from internal and external sources.
- 5 Deliver projects on time, to a high quality and within budget.

FACTORS	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent experience 	<ul style="list-style-type: none"> • A relevant professional qualification 	Application Certificates
TRAINING	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development • SDS Proval or similar development appraisal software 	<ul style="list-style-type: none"> • Training in managing housing Development 	Application
EXPERIENCE	<ul style="list-style-type: none"> • Experience of project managing housing development projects from inception to completion 	<ul style="list-style-type: none"> • Experience of the Homes England Social Housing Grant system 	Application and interview

		<ul style="list-style-type: none"> • Management of affordable housing development projects 	
KNOWLEDGE	<ul style="list-style-type: none"> • Thorough knowledge of housing development including land acquisition, planning, construction contracts • Thorough knowledge of financial appraisal • Understanding of affordable housing including Shared Ownership, General Needs housing and Supported Housing 	<ul style="list-style-type: none"> • Experience of developing housing in the context of a Local Authority or Housing Association (Registered Provider) 	Application and interview
SPECIAL SKILLS	<ul style="list-style-type: none"> • Good written and verbal communication skills suitable for explaining sometimes complicated financial and technical matters to non-technical/non-financial audiences • Good negotiating and influencing skills • Good numeracy • Well organised 	<ul style="list-style-type: none"> • Understanding of governance 	Application and interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Articulate • Methodical • Adaptable • Creative problem solver • Resilient 		Interview
COMMITMENT	<ul style="list-style-type: none"> • Delivering high quality affordable housing • Committed to City of Wolverhampton's Equalities policy • Meeting the housing needs of people who are unable to meet their housing needs in the housing market 		Interview

