



Development Project Manager

Context:

ClwydAlyn's Growth Strategy sets out a plan to deliver 1400 new homes by 2025 at a cost of £210m and to continue to grow thereafter. The Development Team are responsible for delivering it.

Purpose of the Job:

- ✓ Development Project Managers are required to deliver their allocated portfolio of new projects as part of the organisation's Development Programme.
- ✓ Each Development Project Manager is to deliver new projects from Feasibility, Acquisition of Land, Contracting for Construction and Completion for Occupation to a rolling value, currently circa £42m (equating to approx. 280 new homes).
- ✓ Assisting in the marketing and promoting of ClwydAlyn services
- ✓ Uphold and communicate the values and culture of ClwydAlyn.

Enhanced Level DBS Check (without Barred List)

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role.

Any risks identified through the DBS check will be reviewed by ClwydAlyn and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the DBS Policy and Procedure which can be requested from the HR Team.

Main Tasks

- Reporting to the Head of Development Operations; assist in the identification and acquisition of new sites and properties for development or redevelopment, liaising as appropriate with other departments/ClwydAlyn Members, Clients, Consultants, External Agencies, Unitary Authorities and Welsh Government.
- Negotiate with landowners, agents and public organisations in relation to acquisition of new land opportunities either for immediate development or land banking in future years of the development programme.
- Appoint, manage, lead and supervise the technical design and legal teams required to acquire land and procure new building projects from start to finish for a range of tenure and housing types across North Wales.

- Working closely with the Head of Development Operations, contribute to the research and investigation of new initiatives and procurement methods in accordance with the Growth Strategy to deliver more homes.
- Working closely with the Head of Development Operations apply technical delivery to the allocated portfolio of projects, liaising as appropriate with other departments, Clients, consultants, external agencies, Local Authorities and Welsh Assembly Government.
- Assist the Head of Land & Partnerships and Head of Development Operations in formulating the detail for new bids and funding. In particular obtaining design options, due diligence work, cost modelling and research of possible housing solutions.
- Present and promote the highest possible image and capabilities of the Development Department in business circles, at functions, business events, network groups and high-level meetings.
- To produce projected expenditure plans, grant requirements, private funding requirements and regular cost reporting on the allocated portfolio of projects to feed the overall development programmes budget and forecasts
- Manage multiple projects, plan, co-ordinate and undertake all scheme work tasks through all stages of the development process from acquisition of land to completion for occupation.
- Manage all projects within the allocated portfolio to ensure compliance with approved procedures and policies, standing orders and Welsh Assembly Government Requirements, including the required technical process.
- To prepare scheme appraisal reports for the approval by the Head of Development Operations of new capital projects to gain project approval for their expenditure in line with approval protocol.
- To co-ordinate in conjunction with external consultants the tendering and selection of appropriate development contractors for the allocated portfolio using variable procurement methods and in accordance with standing orders.
- Manage the projects to deliver the required technical standards of new projects ensuring correct appointment of consultants to properly administer the contracts and that full financial and progress information is provided in a timely manner throughout the development process.
- Make informed decisions during the construction phase regarding changes to design and specification that have a financial implication regarding project budget.
- Manage and lead the design & technical and legal teams, consultants and contractors to provide a comprehensive due diligence service at the feasibility stage of the process of the allocated portfolio to mitigate risks in terms of delivery, costs and physical constraints to development.
- To liaise, as appropriate, in the resolution of design and technical issues with external agencies – e.g. Welsh Government, Consultants, Contractors, Local Authorities, Supported Housing Agencies etc in relation to the allocated portfolio of projects.
- To maintain an up to date knowledge on design techniques, procurement, legislative and statutory issues affecting development.

Knowledge and abilities

In addition to the qualification requirements it is considered the postholder will have a thorough knowledge and experience in respect of:

- development process including all legal, statutory and financial development requirements
- The application and interpretation of Welsh Government Development Quality Requirements, Procedures and Welsh Housing Quality Standards
- The design and construction of residential building.
- The ability to be proactive, innovative and think creatively
- The ability to evaluate and report on alternative procurement options
- Knowledge of building regulations and construction law and the ability to ensure that designs comply.
- The ability to represent and promote ClwydAlyn with existing and potential clients

Managing others

- Responsible for allocating, appointing and managing and leading all members of the Project Design & Contracting and Legal Team for each allocated project.
- Manage the Assistant Development Officer, where allocated to their specific projects as resources demand.

Working with others

- Expected to work across sectors involving a range of multi-disciplinary partners.
- Liaising and advising with other departments/ClwydAlyn Members, Clients and Agencies on Development activities.
- Representing the Development Directorate at meetings with Local Authority members and staff, planning Committees, Welsh Government, evening project surgeries and public meetings.

Problem solving/decision making /innovation

- Work within defined frameworks, both internal and external to ClwydAlyn and to work using own initiative to overcome and solve problems within existing broad procedure and policy direction
- Assist the Head of Development Operations to recommend alternative resolutions to development and technical issues where established procedures are not available or unsuitable.
- In conjunction with the Head of Development Operations; Research, investigate evaluate and implement new construction innovations, sustainability initiatives and alternative procurements methodology

Use of technology

- Knowledge, understanding and application of Microsoft software applications – Outlook, Word, Excel, Access and PowerPoint.
- Knowledge and experience in the use of computerised systems ‘financial feasibility’ models and CAD.
- Promaster or similar Asset Management Software input management system
- Requirement to become proficient on the use of an electronic development procedure manual.

Budgets and cash handling

- Full responsibility for Managing budgets in relation to capital works on new housing development contracts for the allocated portfolio of projects.

Unsocial Conditions / Special Circumstances

- A flexible approach to the role is required which may include occasional evening and weekend working.
- The postholder to keep up to date with developments in the relevant fields of work through attendance on courses, seminars, and conferences, as appropriate.

Core Responsibilities

- To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Company.
- To comply with the ClwydAlyn’s Risk Management Strategy, identifying and mitigating against risk.
- To be responsible for the application of Equality and Diversity practices in accordance with policy and procedures within daily operations.
- To comply with Standing Orders, Policy and Procedures and to make know to Line Managers any areas which are not adequately covered.
- To perform any other reasonable task as determined by the Head of Development Operations, Executive Director, Chief Executive or Board of Management.