

Job Description



Job Title: Project Manager (Housing Delivery and Regeneration)	Service Area: Community Wealth Building	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: 5658
Grade: PO6	Date last updated: Jan 2020	

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our Staff and Services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall purpose of job

Project management of the delivery of construction of the Council's house building programme; to deliver additional supply of council housing in the borough through regeneration, redevelopment and construction of new-build projects in the Affordable Homes for Newham Programme.

To realise the Council's development aspirations through the successful delivery of a range of development contracts. Act as the lead representative and key project manager of each contract ensuring a quality product is provided for the Council's residents. Ensure the Council's requirements are met and the interests of the Council are protected with regard to, but not limited to; contractual compliance, programme management, legal requirements, building control, charging, audit, health and safety, and quality.

Key to this is delivering the Council's priorities, putting the people of Newham at the heart of all we do, specifically:

1. Establish and maintain relationships with key external partners, designers, contractors, developers, and land agents etc. to construct new affordable housing. To work with contactors and consultants, and other external stakeholders to deliver projects in line with the Council's procedural, legal and external audit requirements. Representing the Council when required at external meetings, consultations etc. Ensuring that a quality product and all schemes are delivered on time, within budget, and to the high quality expected by the Council and our residents.

2. To work with internal stakeholders such as housing, sales, finance, asset management, to forecast and realise the successful assimilation of new affordable housing schemes into the wider Council housing stock.
3. Partner with the multi-disciplinary teams, in particular development team and design lead to ensure buildability of projects. This includes ensuring any possible maintenance issues are mitigated at design and build stage.
4. Monitor and report consistently on works progress to Senior Construction Manager, Design lead and other members of the Housing Delivery Team as appropriate.
5. Engage with the Housing Delivery Team and Regeneration to understand business needs and assist with the development and implementation of individual service area plans.
6. Ensure Newham policies and the highest health and safety procedures are followed and met in projects signed off. This includes raising any potential safety issues immediately with Senior Management and advising on appropriate actions to mitigate any risks.
7. Implement project monitoring and sign off procedures, leading to continuous improvement in final build outcomes across the Housing Delivery Team and Regeneration.

Job context

1. The post holder reports to the Senior Construction Manager
2. The Post has no line management responsibility but will be required to deputise for Senior Managers when required
- 3.
4. The post holder will be in a team with Clerk of Works which will be responsible for the construction delivery and across a £380m housing programme as well as supporting on site delivery across Strategic Estate regeneration sites with a current budget in excess of £150m, with housing schemes ranging from 3 units to 300 units.
5. The post holder will be responsible for the implementation of a robust costing and valuation framework for all new builds, to meet key objectives set out in the Newham affordable homes programme and the corporate plan.
6. The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to support appropriate representation of the Council with residents, the Mayor and elected Members, and external bodies.

Key Activities

1. Project manage the construction delivery of an identified portfolio of housing development sites, driving the development process from construction start-on-site to practical completion, and ensuring that schemes are delivered on time and within approved budgets.

2. Taking into account the specifics of the schemes and using the relevant software (Spreadsheet, Proval, Sequel), to maintain and relay information internally and primarily to, Housing and Sales about homes, including but not limited to accurately projecting commencement and completion dates, financial spend, details of house types, plots, specific features to enable other aspects of the Council to initiate their associated tasks. Using judgement and an awareness of any commercial sensitivities, supply information externally, as required, to grant funders and other stakeholders.
3. To collate the necessary information to ensure that capital expenditure, rental incomes, sales, service charges and grant figures are correctly calculated, monitored and managed in line with approved individual scheme budgets; legal requirements; and Council expectations. Meet the contractual obligations of the schemes and the requirements of Governance, Audit and the Financial Regulations with regards to the payments of invoices and legal transactions.
4. To maintain accurate scheme files to satisfy audit requirements, and to ensure that all GLA, charging and key documents are obtained and stored appropriately. To pursue the contractor / developer for all necessary information over the course of the development until all matters are closed to the satisfaction of the Council and our auditors.
5. To accurately manage and maintain forecasting of cashflows and completions with expertise in use of Spreadsheet, Proval and Sequel taking into account the different, and sometimes conflicting, requirements for information. To agree valuations of works done and ensure the procedure for receipt and authorisation of invoices is correctly implemented so that there is timely payment of invoices.
6. To take responsibility for schemes meeting statutory consents, internal and external audit and future charging requirements with consideration to Council's responsibilities as a landlord and to health and safety.
7. Working with the governance and programme team to provide accurate information for the GLA programme being aware of key GLA milestones.
8. Using effective negotiation skills and sound judgement, to ensure schemes are progressed in a satisfactory manner. Throughout the scheme, manage the consultants and other members of the project team to deliver the construction ensuring a quality product is provided for our residents. By attending site meetings; reviewing information from Clerk of Works and the Employers Agent; and managing the snag and de-snag process as required, identify when it is appropriate for handovers of homes to occur. Based on this, accept the handover of homes in compliance with the contract and in line with forecast timings and anticipated quality standards. Post-handover ensures the efficient completion of any outstanding works.
9. To assist the Defects Team and Asset Management Team to resolve contractual issues, post completion until end of defects liability period. To manage the end of defects process to ensure an end of defects notice can be administered under the terms of the contract to attain project final account.

10. Project manage the delivery of extensions and expansions to existing stock in order to best meet the demand in the borough.
11. Project manage the delivery of the approved scheme and timely notification of completed units to Council's Lettings Team for initial nominations.
12. Contribute to responses to consultations issued by the Government, the Greater London Authority, Homes & Communities Agency (HCA and other relevant bodies.
13. To prepare reports, briefings and relevant documents on project related work and associated actions for submission to Departmental Leadership Teams, Senior Leadership Team, Cabinet and other stakeholder groups
14. Appraise detail design proposals by the contractor / developer, ensuring that development schemes meet the needs of borough residents including the needs of older people, disabled people and other specific groups, and comply with planning conditions applicable at grant of permission.
15. Model, appraise and implement new delivery initiatives such as quick building practices like modular construction in order to drive efficiencies through innovation
16. Client manage contractors and professional development services involved in the development process, including representing the Council at site meetings and monitoring progress, giving clear direction as to the Council's requirements, driving value for money and challenging costs when necessary and enabling the development by liaising with statutory service providers and Highways to arrange easements and other necessary legal agreements.
17. Assist and guide contractors in successfully navigating the borough's planning process ensuring planning conditions are satisfied prior to practical completion by ensuring the timely and sufficient submissions of required applications to the required standard
18. Prudently manage risks to the delivery of the development projects through robust planning, maintaining a risk register and ensuring that suitable contingencies are put in place
19. Use project and programme management techniques to manage workloads and ensure the department remains compliant with legislation, delivers its housing corporate business priorities in line with standing orders
20. Monitor and manage designated project budgets to ensure that spend remains within approved budget limits and that audit and supply chain process are complied with
21. Ensure that schemes which have received a GLA grant funding allocation comply with the development standards and timescales for delivery required by funding agreements, and to provide quarterly monitoring pro-forma to the GLA
22. Take handover of completed new Council homes, coordinating the dissemination of required information to marketing consultants, housing management, allocations and

lettings, finance, insurance and leasehold management in order to minimise void times.

23. Ensure that developments meet high design and environmental standards.
24. Support senior managers to produce the Council's future development pipeline in line with the Housing Delivery Plan process by identifying and feeding back costs, lessons learned in the delivery of construction on site.
25. Responsible for Inspecting works on building sites, ensuring alignment with original designs and specifications. This includes pre and post work inspections and condition surveys, managing works to ensure completion to high design, build and health and safety standards. To ensure maximum value of projects and assets, working with the multi-disciplinary team to drive high value engineering.
26. Carry out/organise pre-handover inspections, including recording gas, electric, water meter readings, End of Defects Inspections; monitor defects; issue relevant/appropriate Certificates/Notices and Prepare Final Accounts (claims where applicable) & issue final statements.
27. Lead on all pre and post contract procedures and administration. Including all pre-contract investigations, surveys and other due diligence issues required by clients including sustainability issues.
28. Undertake relevant tactical analysis to ensure building meets required building regulations, liaising with the internal planning service in a timely manner. This also includes ensuring builds meet health and safety requirements in line with Newham policy and legislation.
29. Partner with Procurement, Clerk of Works and legal function to ensure procurement contracts are developed providing clear and robust commercial arrangements, addressing key performance criteria.
30. Remain fully informed regarding all building ~~and surveying~~ regulatory changes that may affect Council operations. Translate this information into action required to avoid implications for Newham Council. Interpret and translate building ~~and surveying~~ legislation into guidance and advice for Council officers, colleagues and senior managers at a detailed level.
31. Amend contracts, prepare Build Agreements and JCT contracts.
32. Tendering (single & 2-stage) including EU Procurement Analysis & Reporting.
33. Understand that job descriptions are fluid and subject to regular updates to reflect the needs of the service, residents and wider Council priorities; undertake other duties that are commensurate with the grade of this post, as required.

Personal Specification



Job Title: Project Manager (Housing Delivery and Regeneration)	Service Area: Community Wealth Building	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: 5658
Grade: P06	Date last updated: Jan 2020	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>Qualifications:</p> <p>An appropriate degree level qualification</p> <p>Royal Institution of Chartered Surveyors membership or equivalent recognised institutional body is desirable but not essential.</p>	Application
<p>Knowledge/experience:</p> <ol style="list-style-type: none"> 1. Significant knowledge and understanding of the residential construction process and managing residential construction projects which include affordable housing 2. An experienced project manager with a demonstrable track record of successfully delivering the construction of a variety of complex development and regeneration schemes within a similar organisation with comparable scope of responsibilities, budget and 	Application/interview

resources

3. Experience of commissioning, instructing and client managing a range of professional consultancy services
4. A high degree of commercial awareness and an ability to critique financial appraisals, manage costs, maintain and improve quality, deliver construction to set timescales, manage risk and anticipate problems and opportunities
5. Detailed knowledge and understanding of traditional and modern methods of construction including promoting and encouraging innovation and a culture of continuous improvement
6. Experience of working with the GLA's project systems and knowledge of the GLA / HCA bid submission process and information requirements and thorough knowledge of the GLA and Homes England working practices
7. Detailed knowledge and understanding of the planning process and relevant national, regional and local planning and regeneration policy and legislation. In depth knowledge and understanding of current legislation, issues and policies at local and national level in relation to housing supply
8. Extensive experience of working with developers/contractors and employers agents.
9. Able to demonstrate strong experience and knowledge of construction delivery of additional affordable housing supply
10. Proven experience of implementing legal agreements for affordable housing supply, including knowledge of S106 agreements and unilateral undertakings
11. Experience of dealing with resident and public complaints and consultation and engagement
12. Experience of working in a multi discipline and cross-organisational groups

<ol style="list-style-type: none"> 13. Proven track record of effective construction delivery within Construction in Local Authority, residential, public sector or a large complex organisation, 14. Thorough understanding of construction forms and techniques including construction costs, and ability to knowledgeably advise the client. 15. Ability to represent the council during bid interviews and strong interpersonal and communication skills. 16. Experience and understanding of building regulations and legislation in relation to housing market. 17. Excellent relationship management skills, including developing new and maintaining existing relationships. 	
<p>Skills and abilities:</p> <ol style="list-style-type: none"> 1. Ability to interpret and appraise and oversee the development of planning drawings up to working construction drawings 2. Strong IT skills including the Microsoft Office suite, and the ability to use specialist or project management software (such as Spreadsheets or SDS Sequel) to project manage schemes on site. 3. Strong project management skills with proven success in managing multiple large scale construction projects simultaneously <ul style="list-style-type: none"> • Strong organisational skills that ensure original plans are delivered and implemented resulting in desired outcomes. • Excellent communication skills, able to interpret and write financial reports and deliver these to Senior Management. • Strong ability to interpret complex financial data, simplifying information to stakeholders • Ability to meet tight deadlines, whilst dealing with conflicting priorities • Ability to maintain grip of project objectives in line with corporate and service plan 	<p>Application/Interview</p>

<ul style="list-style-type: none"> • Strong ability to work collegiately within various teams • Ability to build lasting, strong relationships and credibility quickly • Proven stakeholder management • Experience of successfully operating in an environment where priorities are constantly developed, changed and conflicting. • Truly flexible approach to working whilst adhering to Council policy and Newham's Values 	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>1. Focus on residents and customer outcomes</p> <ul style="list-style-type: none"> • Puts the resident at the heart of all they do • Provides the same quality of service to both internal and external customers • Responsive to resident feedback and works to understand and internalise the lived experience of our services by residents • Prioritises appropriately between the competing demands of customers and residents • Regularly reviews, and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery <p>2. Working together and collaboration</p> <ul style="list-style-type: none"> • Builds effective relationships with internal and external customers • Shares information with stakeholders and involves them in decisions that affect them • Is proactive in generating ideas and solutions across the organisation • Brings out the best in team members as a leader or a peer <p>3. Aim high</p> <ul style="list-style-type: none"> • Delivers what they promise and continuously strives to improve performance • Understands how the organisation's vision impacts on them and their team • Shows commitment to achieving the organisation's goals • Encourages solution focused problem solving and tenacity when faced with challenges 	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

<p>4. Accountability, ownership and judgement</p> <ul style="list-style-type: none"> • Aware of their accountabilities and takes responsibility for their own actions • Provides clear measures of success and delivers constructive performance feedback • Seeks to effectively resolve conflict at an early stage to prevent problems escalating • Moves things forward with enthusiasm 	<p>Application/Interview</p>
<p>5. Say it like it is, setting direction and leading change</p> <ul style="list-style-type: none"> • Makes time to listen to others and provides open and honest feedback to help others to learn and increase performance • Readily embraces change and capitalises on opportunities created by change • Encourages people to be creative and innovative in their work and reviews success to build on what has gone well • Clearly communicates vision and corporate direction • Visible at all levels of the organisation demonstrating an inspirational leadership style 	<p>Application/Interview</p>
<p>6. Show people who you are</p> <ul style="list-style-type: none"> • Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational • Treats people as individuals in a respectful and friendly manner • Sees diversity in their team and the community they serve as positive and demonstrates a pro-active approach to promoting equality of opportunity • Manages their own emotions appropriately 	<p>Application/Interview</p>
<p>7. Commercial focus (managers only)</p> <ul style="list-style-type: none"> • Always seeks value for money in all projects and initiatives • Manages and plans the use of resources and budgets effectively • Consider, and be able to articulate, the financial impact of your actions and decisions in the use of public funds • Identifies and manages the risks in a course of action • Follow the Council's Scheme of Delegation, Contract Standing Orders and Financial Regulations • Examines how partners, stakeholders and the commercial sector can support what we do 	<p>Application/Interview</p>

<p>8. Talent management (managers only)</p> <ul style="list-style-type: none"> • Takes time to coach others and looks for opportunities to delegate challenging work as a development opportunity • Encourages the sharing of best practice and supports employees to be the best they can • Treats mistakes as an opportunity to learn • Provides constructive feedback to improve performance • Identifies high and under performers and ensures people are supported to improve and/or rewarded 	<p>Application/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p>	<p>None</p>