

### Role Profile

<b>Role Title:</b>	Project Manager (Business Development)
<b>Department:</b>	Development
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To assist in the effective delivery of the New Business development programme as set out in the Housing Delivery Strategy.</li> <li>• To assist in maintaining effective internal and external lines of communication with key project contacts to ensure clients and colleagues are informed and aware of timescales and responsibilities.</li> <li>• To make proactive contributions to the work of the Business Development Team and the wider Development Team ensuring that key targets are delivered.</li> </ul>
<b>Reporting to:</b>	Business Development Manager
<b>Responsible for:</b>	n/a
<b>Disclosure level:</b>	Standard
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Take a proactive approach to business development work and actively seek new opportunities to meet the targets set out within the Housing Delivery Strategy.</li> <li>• Negotiate with vendors, developers, contractors and others to secure property and land purchases and the procurement of building contracts.</li> <li>• Maintain effective internal liaison with client departments to ensure that project details are understood and support is gained prior to seeking any approvals.</li> <li>• Ensure the effective handover of projects to the Development Construction Team and retain accountability for pre contract audit requirements.</li> <li>• Appraise potential schemes and submit offers in a timely and accurate manner, ensuring a clear audit trail is evident at all times.</li> <li>• Instruct and advise consultant and support teams in respect of</li> </ul>
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	<p>services necessary to enable the completion of feasibility exercises and the successful delivery of a range of projects.</p> <ul style="list-style-type: none"> <li>• Prepare schemes for presentation at New Business Group, Executive Team, Finance and New Business Committee and Board as necessary.</li> <li>• Assist with the preparation of bids for new business from a variety of sources in a timely manner.</li> <li>• Provide information for grant funding from the Homes and Communities Agency, local authorities and others and help to secure approvals.</li> <li>• Undertake market research to inform decisions to proceed with new projects.</li> <li>• Manage relationships with external stakeholders and respond to opportunities within agreed timescales.</li> <li>• Support and foster a “one team” approach within the Development Team.</li> <li>• Comply with Midland Heart’s Development policies and procedures.</li> <li>• To work flexibly as part of the Development team and to actively participate in team meetings and policy discussions.</li> <li>• To undertake other duties in keeping with the grade and nature of the post as required to meet the changing needs of the association.</li> </ul>
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<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Degree level qualification or equivalent experience</li> <li>• A housing or construction related qualification which is related to the housing association sector or equivalent experience</li> <li>• Excellent numeracy and IT skills</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a development or related technical environment managing a full range of project management tools and techniques</li> <li>• Experience of the housing association sector working in a development or property related role and experience of managing capital projects and budgets</li> <li>• Knowledge and use of financial appraisal techniques and models</li> </ul>

	<ul style="list-style-type: none"> <li>• An understanding of construction contracts and construction contract law</li> <li>• Understanding of the Planning system and Building Regulations</li> <li>• Good working knowledge of Health and Safety legislation and Statutory compliance obligation of Registered Providers</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Able to identify, organise and prioritise tasks with a strong attention to detail.</li> <li>• Good inter-personal communication skills</li> <li>• Negotiation skills</li> <li>• A positive and `can-do` attitude and professional approach at all times</li> <li>• Is flexible and able to manage a varied and busy workload, working often under pressure to tight deadlines and targets</li> <li>• Able to form and consolidate effective working relationships with all internal and external partners to deliver required goals and objectives</li> <li>• Able to work both independently and effectively as part of a wider team</li> <li>• Actively supports and promotes Midland Heart's values, mission and vision</li> <li>• Understanding of and commitment to the principles of equality and diversity</li> </ul>