

Role Profile

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

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

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