**ROLE PROFILE**

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| **Role Title:** | Senior Project Manager |
| **Department:** | Development |
| **Role Purpose:**  | * To manage and deliver high quality Development projects, ensuring that the construction of new homes for Midland Heart meet all statutory and contractual requirements as well as Midland Heart’s policies, procedures and strategies.
* Establish and maintain relationships with internal client departments and key external stakeholders and partner organisations.
* Support the Construction and Technical Manager in shaping the development process at Midland Heart, so that development activities achieve the targets set out within the Housing Delivery Strategy
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| **Reporting to:**  | Construction and Technical Manager |
| **Responsible for:** | Project Managers |
| **Disclosure level:** | n/a |
| **Role Level:** | Frontline Manager |

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| **Key Role Responsibilities** |

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| * Attend project briefings in conjunction with the Business Development Team and internal Client representatives, assist in briefing external consultants, contractors, developers and other agencies as necessary to ensure the effective coordination and implementation of development plans.
* Support the Business Development Team throughout the pre-construction phase of development, advising on design and specification to assist in securing formal internal approval to the final design and specification.
* Ensure that project construction budgets are scrutinised to ensure these are sufficient for any subsequent tendering of works in conjunction with the consultant team where applicable.
* Ensure that all project delivery and construction risks are identified with appropriate mitigations in place and that these are fully reported as part of the project approval process.
* Lead pre-tender/negotiations working with the consultant team to ensure the tender/negotiation documents reflect the design and specification agreed with internal Clients, funding agencies and lease conditions where applicable.
* Lead on reports to the New Business Group, Executive Team and Midland Heart Board with recommendations for letting construction contracts as required (for example where land has already been secured).
* Ensure that the Governance and Finance teams are fully aware of the relevant timescales for relevant construction contract signing.
* Ensure signed contract documents are in Midland Heart’s possession prior to start on site.
* Ensure that projects fully meet both external and internal audit requirements in line with departmental policies and procedures.
* Represent Midland Heart at key stakeholder meetings and provide reports on activity and opportunities.
* Support the preparation of funding and partnership bids as required.
* Provide support to the department Project Managers in carrying out their duties, including advice and assistance for their projects.
* Maintain effective internal lines of communication with key project contacts to ensure clients and colleagues are informed and aware of timescales and responsibilities.
* Attend the pre-contract meeting and ensure that all contract documents, novation agreements, bonds and warranties have been issued for completion.
* Undertake project management duties for assigned projects and ensure that effective communication and accurate records are maintained throughout the project with all parties regarding progress, cash flow, key milestones, funding, quality matters and any issues that could affect completion and/or cost overrun.
* Ensure that an effective pre-handover process is followed and that new homes are thoroughly checked for quality standards prior to completion.
* Ensure that projects achieve compliance with the requirements of funding agencies, accreditation bodies and third party client requirements as applicable including the gathering of KPIs, securing relevant certifications and any other appropriate standards for each project.
* Ensure that Practical Completion certificates, awards of extensions of time and Health and Safety Files are passed to all relevant personnel in a timely manner.
* Ensure the timely delivery of all completion certificates, discharge of planning conditions, etc. To enable the Treasury team to raise funds against completed projects.
* Ensure that accurate records are kept of all key data required for audit purposes.
* Undertake post project reviews of contractor and consultant performance and complete necessary outturn reports.
* Support the Defects Coordinator, Operations and Asset teams with any post contract matters, defect issues as required.
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* 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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| **Education, Qualifications and Training** | * Degree or equivalent - construction or housing related discipline desirable
* Membership or study to become a member of a relevant professional body
* Excellent numeracy and IT skills
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| **Knowledge and Experience** | * Managing and leading complex development and construction projects
* Managing professional consultant teams
* Working with external bodies and government agencies such as the Homes and Communities Agency
* Working in a Leadership role is desirable
* Financial and cash flow management
* 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
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| **Role Specific Skills & Behaviours** | * Ability to motivate and lead others
* Produce clear and concise reports for Executive and Board level
* Ability to implement change and drive service improvement
* Advocate of continuous improvement
* Professional approach to service delivery
* Understanding of and commitment to the principles of equality and diversity
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