

Yorkshire Housing Role Profile

Job title:	Development Project Manager	Leader of others:	No
Reports to:	Development Manager	Contract type:	Agile
Business Area	Development	Car Allowance:	Yes
Budget Holder?	No	DBS Required:	No

Job purpose

- To deliver development sites including new builds of various tenures, including social and affordable rent, rent to buy, shared ownership, open market sale and rented older person's accommodation in line with Yorkshire Housing's Development Strategy.
- To ensure all development activities are delivered to the highest standards, to specification, on time and within budget, ensuring the best experience for our internal and external customers in line with Yorkshire Housing's specifications and asset management linked processes.
- To create new and strengthen existing relationships with Local Authorities and other strategic partners to maintain and generate new business opportunities.

Key responsibilities

- Have overall responsibility for the project management of developments to the highest standards to produce homes in accordance with the Development Strategy and deliver a range of housing as set out in the Yorkshire Housing Business Strategy.
- Actively managing the activities of Consultants, Contractors and Internal Teams, to ensure individual developments meet specifications, quality requirements, regulations and scheme financial limits and within the Yorkshire Housing risk profile.
- Responsible for managing scheme budgets up to £50m certifying monthly valuations to both constructors and consultants in line with the contractually agreed terms.
- Lead with a commercial approach and ensure all aspects of the development program represent value for money. Ensuring schemes remain viable and within agreed development hurdles.
- Provide effective line management with a proven record of being able to coach and develop others.
- Comply with Yorkshire Housing's development processes, legal and audit requirements.
- Working with the Land Team at scheme conception to identify possible scheme improvements or difficulties which could positively or negatively affect future scheme viability.
- Produce analytical reports for Executive Directors, Board and Committees.
- Tender or select and appoint where necessary professional services through architects, structural engineers, environmental engineers, solicitors, employers agents, clerk of works, and valuers to ensure individual developments meet specification and programming cost requirements, in line with internal and set procurement regulations.
- Amend and agree through solicitors JCT contracts.
- Keep up to date risk registers to identify, mitigate and understand risk items within your schemes. Communication and early reporting of residual risks to the wider business.

- Liaise with internal teams such as Housing Management, Space Property, Gas, Electric, Leasehold, Assets, Data and Finance teams to ensure they are up to date with progress, anticipated completion dates and handover information.
- To ensure developments are produced to the highest standards through the Yorkshire Housing framework to ensure they comply with, specifications, regulations such as Homes England, Health and Safety and Building Regulations.
- Communicate and agree up to date information with contractors , consultants and internal teams.
- Measure key performance indicators for both contractors and consultants, overseeing their activities and providing regular feedback on performance.
- You will understand the links between Delivery, Sales, Finance and Treasury. Appropriately forecasting and re-forecasting budgets, recording actual spend and provide financial updates to the Director of Development and Finance colleagues.
- To sign off in line with the approved delegation framework payments to contractors and consultants.
- You will use development software such as Proval and Sequel to maintain and manage up to date cash flows and actual performance effectively recording and report actual performance against various investment targets based on up to date, robust information.
- Post scheme completion you will review performance identifying lessons learnt and produce detailed out turn reports comparing detailed financial analysis of the budgets in comparison to actual spend. You will also be responsible for ensuring section agreements achieve adoption and subsequent retention release is in line with contractual requirements.
- You will ensure any recorded snagging is completed prior to property occupation. Where required you will assist the defects team in the resolution of reported defects.
- Collaborate with reviewing Development Policies, Procedures and Specifications, and to identify new development opportunities and analyse new ways of working.
- To actively liaise and create strong relationships with our Partners - Local Authorities, Developers, Consultants, and other internal stakeholders.

What you'll bring to the role

The main things:

- Experience of managing a complex development programme and substantial budget alongside building, maintaining and managing relationships with colleagues and strategic partnerships e.g. QS, Architect and Contractor.
- Experience in construction project management and housing development
- Previous construction roles particularly Project Managing New build Housing schemes.
- Proven construction and technical knowledge and experience.
- You must be able to demonstrate a thorough knowledge of the relevant external environment and the impact on Yorkshire Housing, as well as having experience and knowledge of Building Regulations and other regulatory and legislative requirements.
- Excellent communication and interpersonal skills with a commitment to equality, diversity and inclusion aligning to the Yorkshire Housing values.
- Skilled in the use of a range of MS applications such as Word, Excel, Access, PowerPoint and specialist software such as Proval and Sequel.
- You will be able to interpret building plans and drawings and be willing to develop own skills and evidence of continuous personal development.
- You must actively promote and have value for money and efficiency at the forefront of your approach and an appetite for transformational change.

<ul style="list-style-type: none"> You must have the ability to work outside normal office hours on an occasional basis including evenings and weekends. Respond to occasional out of hours emergency calls and therefore will need a full driver's license valid for the UK. 	
It would be a bonus if you have:	
<ul style="list-style-type: none"> A relevant Professional qualification (e.g. CIH, RICS, RIBA, etc). Be educated to degree level (or equivalent) 	
Our values:	
<p>Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.</p> <p>Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say. Be curious • Think differently • Ask questions • Keep learning. Make it happen • Own it • Do it • Be empowered. Achieve impact • Do things that matter • Deliver results • Show pride and passion. Have fun • Enjoy work • Be yourself • Stay connected.</p> <p>We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.</p>	

Date Role Profile last reviewed:	February 2025
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