

Vacancy Information

Job Details

Job Title	Project Manager
Grade	12
Department	Housing and Modernisation
Business Unit	New Homes Development Team

Job Summary

The New Homes Development Team is responsible for the delivery of new build mixed tenure housing and regeneration projects. Playing a key role in meeting the Council's target of 11,000 new Council Homes by 2043.

You will:

- Be responsible for providing management, leadership, direction and motivation for multi disciplinary technical and professional new build and regeneration delivery teams
- Lead and manage a programme of new build mixed tenure and mixed use developments from inception to completion with accountability for budgets ranging from £5-£25m. Ensuring schemes are completed to time, budget and quality.
- Lead and manage Section 106 purchases from agreement to purchase to completion, valued from £5-25m.
- Monitor and control expenditure of all budgets for the programme of schemes and carry out detailed financial scheme appraisals at key milestones within the development programme.
- Lead and direct stakeholder management and resident consultation
- Present to Boards and Lead Cabinet Members and Cabinet

Special Conditions of Employment

Will be required on occasions to attend site visits, wear protective clothing and use safety equipment.

There will be a requirement to attend meetings in the evening and occasionally at weekends.

May be required to attend sites out of normal office hours and within urgent time scales to deal with emergencies.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Special Conditions of Recruitment

Must demonstrate an understanding of the issues relating to equal opportunities in service delivery and provision with the Housing and Modernisation Department, and to actively promote ways of eradicating racism, sexism and other forms of negative discrimination through the Council's policies and procedures.

To comply with the Council's Health & Safety Policy.

Person Specification

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Use the application form to describe how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

Criteria tested initially at short listing stage.

E = Essential, or D = Desirable.

Knowledge

1. Evidence of knowledge and expertise of the housing delivery process, including relationship between affordable and market housing. **E**
2. Knowledge of contract procurement and contract management **E**
3. Either a degree or relevant professional qualification in project management (or similar equivalent) or an ability to show that appropriate experience and knowledge has been achieved to undertake the range of duties. **E**

Experience

4. Substantial experience in a large complex organisation with a strong customer focuses and with interaction with other professionals. **E**
5. Experience of managing multi-disciplinary professional teams. **E**

Skills

6. Ability to lead multi- disciplinary teams (including internal and external personnel) to ensure each scheme is successfully delivered. **E**

The following criteria will be tested at later stages of recruitment.

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”. Each of the criteria is noted as either E = Essential, or D = Desirable.

Knowledge

7. Knowledge of current housing legislation and the impact on new housing and regeneration programmes. **E**

8. An understanding of the social and economic issues affecting local government and methods for consulting on and understanding the demands of residents. **E**

9. Detailed understanding of the development process, procedures and standards for new build housing and regeneration **E**

10. Either a degree or relevant professional qualification in project management (or similar equivalent) or an ability to show that appropriate experience and knowledge has been achieved to undertake the range of duties. **E**

Experience

11. A record of achievement in project management's in the development and delivery new build housing or regeneration projects. **E**

12. The development of partnership agreements in either in the public or private sector. **E**

13. Experience of managing/monitoring capital and revenue budgets. **E T**

14. A clear understanding of risk and how to manage it. **E**

Skills

15. Able to develop strong working relationships across the Council and with internal and external stakeholders. **E**

16. Oral and written communication including preparing and presenting reports to a variety of audiences. **E T**

17. Able to work on own initiative and to organise, monitor and evaluate own workload and conflicting priorities.