

Job Title: HRA Development Projects Manager

Salary: Band 13 - £60,906 - £68,200

LGPS defined benefit pension, contributions currently 14.8% equivalent.

Annual leave entitlement 27 days (rising to 31 days after 5 years' service) + bank holidays.

37 hours per week

Flexible working hours scheme

Directorate: Housing, Neighbourhoods and Building Services

Location: Hybrid Role

Office: Civic Offices, Portsmouth (minimum 3 days a week in office, 2 days home working).

You will be required to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester

Who are we looking for?

We are looking for a person to manage the Development Projects team with extensive project management and construction knowledge and relevant experience.

Candidates must be enthusiastic, good communicators and qualified Building Surveyors or Architects with extensive experience of providing a range of professional services delivering residential development consisting of general needs, adapted, sheltered and supported housing.

What is the role?

Siting within the HNB services directorate, leading a Development projects team and supporting the Head of Capital Projects by; Leading and managing the Development Projects team with responsibility for constructing new homes. Leading the team to deliver a pipeline of housing to meet the needs of Portsmouth people enabling our citizens to live well in homes that they can afford. HNB currently has a pipeline of over 1000 homes with a need to increase delivery.

Overall responsibility for managing the Development Projects team, to include acting as the client's representative including the provision of technical advice, brief development, feasibility studies, procurement and management of external consultants, leading internally resourced projects, procurement and management of contractors, leading post occupancy evaluation and research and undertaking engagement/liaison with a range of internal and external stakeholders.



You will sit as part of the Capital Projects management team, supporting the Head of Capital Projects in service delivery, development and workforce planning as the technical lead for your profession within HNB.

You will manage the allocated resources available including project budgets, contractors, technical staff and consultants, to ensure that the team can manage effectively the demands that it receives.

You will allocate workloads, facilitate learning and development of the team, maintaining a high standard of project delivery ensuring compliance to contractual provisions and relevant legislation.

You will liaise with clients including heads of service, prepare client briefs, negotiate and manage client fees with all stakeholders for services provided and prepare cost appraisals to enable democratic decisions to be made.

You will identify appropriate procurement routes and where there is demand, lead on development, delivery and management of procurement Frameworks.

Developments may range from £3m to £100m predominantly constructing on brownfield sites located within Portsmouth, Havant and Gosport to deliver social homes. Developments would be of mixed typology, designed and built to sustainable standards, including Passivhaus, to create blended and inclusive communities providing homes that meet the needs of our citizens, now and in the future.

The type of homes delivered would include general needs, adapted, sheltered and supported.

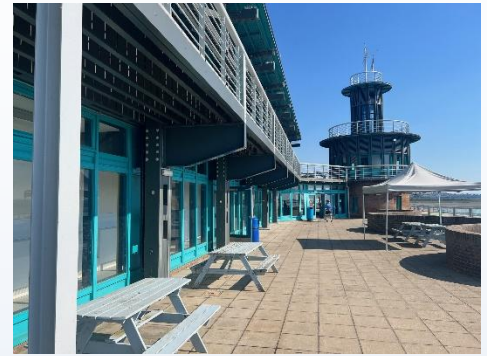
You will support and deputise as necessary for the Head of Capital Projects to manage resources as appropriate to ensure the demands of the service are achieved.

Whilst the role is predominantly focused on the development of residential properties there may be occasions where you are required to manage and deliver Building Projects to existing housing and corporate assets for maintenance and refurbishment purposes.

Who is the person?

To apply for the role, you should:

1. Have extensive project management / delivery knowledge, a degree qualification in a relevant building surveying, architecture or construction related subject and either full RICS or ARB/ RIBA member status or be able to demonstrate significant practical experience if



not chartered.

2. Motivate and inspire team members to continually improve both themselves and the services they provide. Undertake line management functions for direct reports, this includes regular 1-2-1's, team briefs, absence, conduct and performance issues. Undertake reviews into the structure and resources of services working with HR colleagues to ensure that all legislative and corporate policy requirements are met.
3. Work with Councillors and the administration to plan and prioritise specific projects ensuring engagement and understanding of the capital/development programme.
4. Build and maintain excellent relationships with a range of clients through the entirety of the project process. Listening and understanding the client requirements and aspirations, translating this through your technical understanding into a brief that meets the needs of the client and is deliverable. Manage and negotiate difficult situations with client expectation and budgetary limitations.
5. Have a proven track record of managing and leading a team managing Building/Development projects.
6. Have extensive knowledge of building design and building construction technology and be able to advise or coach others.
7. Have an understanding of financial appraisals and viability of development projects within a social housing context.
8. Have extensive knowledge of building related legislation and application. Specifically, the building regulations, planning policy, party wall act, fire safety, with the ability to advise others to ensure processes within the team comply with the legislation.
9. Have extensive knowledge of contracts, contract law and guidance including their application and administration. Specifically, to include a range of contracts within the JCT and NEC contract suites, with the ability to advise others regarding contract management.



10. Have good knowledge, experience and be able to apply construction related health & safety legislation generally including advising others. Specifically, the CDM Regulations 2015 and asbestos at work regulations, with the ability to advise others and ensure processes within the team comply with the legislation.
11. Experience of developing a team of property professionals including recruitment and management of relevant professional development programmes.
12. Experience of managing and leading substantial complex construction projects with multiple external consultants from feasibility, procurement, contract administration until practical completion. Individual contract values can range up to £100m.
13. Relevant knowledge to manage the development programme through an understanding of customer demand incorporating consultation with our residents, stakeholders, Ward Cllrs and the Administration.
14. Have relevant knowledge and experience to apply cost control and budget management techniques managing budgets of approximately £60m per annum. Demonstrate commercial awareness and be able to undertake cost estimates for building work, exercise financial control and assess value for money for the service provided when evaluating the contractor's application for payment and manage client fees ensuring the Project team fully recover the cost of the service.
15. Have relevant experience of using and coaching all Microsoft packages; in particular be able to demonstrate practical IT skills using Excel spreadsheets to analyse data and MS Project to assist planning projects as well as the ability to use various software packages as part of undertaking the role including capability charts and Photoshop.
16. Have relevant experience of AutoCAD or similar drawing packages to produce and coach others preparing briefing drawings and be able to interpret and comment on complex drawings to ensure design proposals meet the customer brief.



17. Have relevant experience of evaluating different building options and coaching others to review and comment on detailed specifications of work and tender documents.
18. Have relevant experience of leading public procurement using the appropriate rules and procedures for building work to gain quotations and tenders including managing and developing construction Frameworks.
19. Be able to interrogate, analyse and evaluate stock data, project information and repair details. Be able to manage the Building Projects Database, ensuring consistency and quality of recording of information.
20. Be organised and methodical when managing resources available, including allocating workloads to technical staff, to provide the service.
21. Be an excellent communicator and assertive as necessary ensuring excellent working relationships are maintained.
22. Demonstrate confidence and skill to effectively deliver engaging presentations that are tailored to the understanding of the audience.
23. Have a full driving licence and provide a car for work, as you will be visiting sites across Portsmouth and surrounding areas so will need to travel effectively between them.

T&C of employment

Working hours - Contractual hours are 37 hours per week, but this role will require additional input as is reasonable for a management role. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexibility to reflect the fact that most services are provided 24 hours, 365 days of the year. There will be regular meetings outside of these hours, such as with councillors or residents' groups, and the need to react to emergencies.

You will be required to be part of the Building Services management out of hours escalation rota.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.



General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

If you have any questions, or would like an informal discussion about the role, please call Patrick Leggett, Head of Capital Projects on 07507 966572 or email Patrick.Leggett@portsmouthcc.gov.uk

