

**Job Title: HRA Housing Supply Projects Manager**

**Salary: Band 13 - £62,915 to £70,450**

**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 2 days a week in office, 3 days home working, subject to business need).**

**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 bring forward the delivery of strategic housing opportunities within the Housing Revenue Account and act as client lead in multi-disciplinary teams with extensive project management and construction knowledge and relevant experience.

Candidates must be enthusiastic, good communicators and qualified and Chartered Surveyors or Architects or equivalent property related qualification/chartership. The candidate will be able to demonstrate experience of direct delivery and alternative delivery (including acquisition and disposal) of social and affordable homes as part of single developments and masterplan or estate regeneration housing schemes. Preferably can demonstrate delivery of a range of housing tenures including general needs, shared ownership, sheltered and supported in a local authority, registered provider or housing association environment.

### **What is the role?**

Siting within the HNB services directorate, the post will support the Head of Housing Supply in bringing forward HRA strategic housing opportunities.

Its initial priorities will be the delivery of the wider Somers Orchard masterplan, feasibility and master planning of the 4 Large Panel System sites and bringing forward strategic housing sites in Portsmouth and Havant.

Acting as the client representative, the postholder will lead project briefs, feasibility, procurement of professional services, valuation and viability appraisal, and the assessment and implementation of appropriate delivery routes.

The role will ensure that these complex schemes are progressed with appropriate commercial, financial and governance oversight, deliver value for money and contribute to meeting the city's housing needs.

The role will lead in co-ordinating internal Housing Development Capital Projects teams and external professional service to bring



forward the delivery new homes in support of the council's identified housing pipeline and accelerate and maximise opportunities available. Delivery helps address the high level of need within the city. HNB currently has a pipeline of over 1000 homes with a need to increase and accelerate delivery.

The role will act as client's representative and review, provide comment and instruction on 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 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 Housing Supply to manage resources as appropriate to ensure the demands of the service are achieved.

#### **Who is the person?**

#### **To apply for the role, you should:**

1. Have extensive project management/ housing delivery knowledge, a degree qualification in a relevant building surveying, property, 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. Has experience working in a client capacity of the direct delivery of affordable and social housing schemes ranging from 10-1000 units as either a single site or part of a masterplan.



3. Has experience in working in the capacity of a local authority, registered provider or housing association in appraising and completing alternative delivery strategies for social and affordable housing schemes including partnerships, option agreements, joint venture, disposal, long lease etc
4. Experience in working with developers and third parties in appraising the delivery and potential to acquire affordable housing secured via S106 agreements.
5. Experience in bringing forward from inception to completion sites identified with housing delivery potential, particularly for affordable and social homes, including master planning, public engagement and financial appraisal.
6. Experience in working with funding providers, lenders, pension funds and government agencies to secure finance needed to deliver strategic housing pipelines.
7. Work with Councillors and the administration to plan and prioritise specific projects ensuring engagement and understanding of the capital/development programme.
8. 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.
9. Have a proven track record of managing and leading a multi-disciplinary team managing Building/Development projects.
10. Have knowledge of building design and building construction technology and be able to advise or coach others.
11. Be confident in running feasibility studies and discounted cash flow financial appraisals in Microsoft Excel to appraise delivery options and viability of housing development projects within a social housing context.
12. Have extensive knowledge of building related legislation and application where it applies to housing delivery. Specifically, the building regulations, building safety regulator, planning policy, party wall act, fire safety, with the ability to advise others to ensure processes within the team comply with the legislation.
13. 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.

14. 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.
15. Experience of developing a team of property professionals including recruitment and management of relevant professional development programmes.
16. 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.
17. Relevant knowledge to manage the development programme through an understanding of customer demand incorporating consultation with our residents, stakeholders, Ward Cllrs and the Administration.
18. 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 a review of 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.
19. Have relevant experience of using and coaching all Microsoft packages; in particular be able to demonstrate practical and strong IT skills using Excel spreadsheets to analyse data.
20. Be able to interpret and comment on complex drawings to ensure design proposals meet the customer brief.
21. Have relevant experience of evaluating different building options and coaching others to review and comment on detailed specifications of work and tender documents.
22. 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.
23. 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.

24. Be an excellent communicator and assertive as necessary ensuring excellent working relationships are maintained.
25. Motivate and inspire team members to continually improve both themselves and the services they provide.
26. Demonstrate confidence and skill to effectively deliver engaging presentations that are tailored to the understanding of the audience.
27. 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. Flexible working arrangements are available. The role requires a minimum of 2 days a week to be office based and a maximum of 3 days a week from home, this may be subject to change and subject to business need with the need to be flexible on office days to meet business needs. There will be occasional meetings outside of these hours, such as with councillors or residents' groups, and the need to react to emergencies.

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 Emma Randall, Head**



- Official -

of Housing Supply on 07515 902140 or email  
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