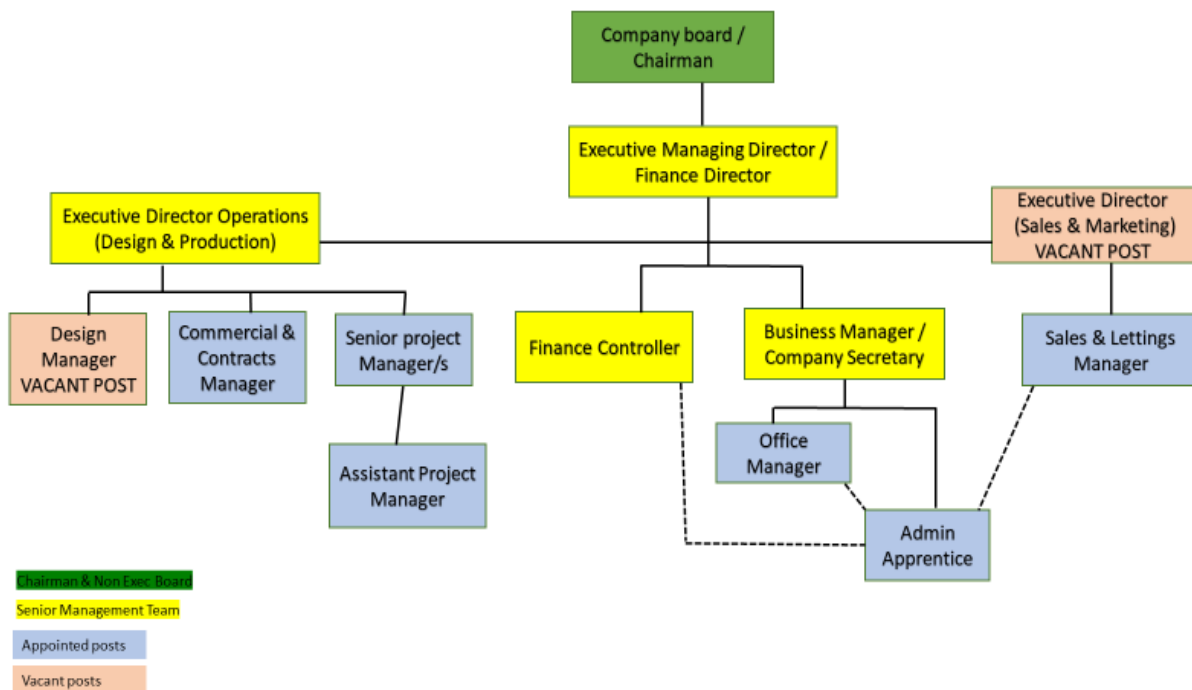




POST TITLE:	Senior Development Project Manager (Full-Time permanent position)
SALARY & BENEFITS	Salary £65,000 to £75,000 + Up to 10% Performance Bonus + Defined Contribution Pension
REPORTS TO:	Executive Director of Operations
REPORTING TO THIS POST:	Circa 3+ (Project Teams, Contractors & Consultants)
BASE:	20 Old Bond Street, Bath, BA1 1BP

ORGANISATIONAL STRUCTURE:



1. PURPOSE OF POSITION

The Aequus Group is a Council owned private group of companies (Aequus Development Limited and Aequus Construction Limited) delivering marketing housing developments and private residential lettings. The Company group turnover is expected to be £15M in 2019/20 potentially rising to £50M+ as joint ventures with other local authorities are established.

The primary purpose of this post is to be responsible for the successful delivery of the designs of all the Company's principal major construction projects.

As Senior Development Project Manager you will lead on, and be responsible for, the design of a range of housing led capital projects and programmes and provide advice and guidance to the project management team.

With the Executive Director of Operations, you will lead and promote the provision of a Design Management area of expertise and excellence, to ensure the successful delivery of a range of residential led development projects delivering high quality projects meeting the company objectives.

With the Executive Director of Operations, you will contribute to the general management, development and review of the Team, both in terms of services provided and staff.

2. ESSENTIAL DUTIES & RESPONSIBILITIES

Organisational

- With the Executive Director of Operations senior management team, participate in the formulation of detailed Team objectives and policies.
- With the Executive Director of Operations, ensure the effective and efficient implementation of Company policies and the achievement of the Company objectives, including financial ones.
- Assist to develop, maintain and implement effective procurement processes, including framework arrangements.
- To contribute to co-operative working across services in accordance with the Company Vision and Values.
- To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the team.
- In the absence of the Executive Director of Operations to service the project steering groups and company Board meetings.
- To ensure effective and accessible communication with staff, service users, internal clients, the general public and others as appropriate.

Functional

- Management of the complete design process for a wide range of residential projects up to £60m GDV.
- Procure and appoint both consultants and designers and ensure compliance with good practise and standing orders.
- Liaise with other internal teams and departments and ensure the best interests of the Company are maintained in all ongoing projects.
- Co-ordinate project deadlines and budgetary restrictions to ensure projects are designed to strict cost and quality standards and delivered on time and without overspend.

- Develop and embed best practise project management systems & processes.
- Plan and prepare detailed programmes in support of projects and the project management team.
- Provide design management support and advice to the Executive Director of Operations and project management team.
- Develop and implement risk and opportunity management activities in support of projects.
- Provide where necessary expert professional advice in support of construction disputes and provide expert witness duties in any legal action to protect the Company's interests.

Managerial

- Take action for and on behalf of the Executive Director of Operations in all matters relating to ongoing design management of capital projects.
- With the Executive Director of Operations provide leadership on delivery of capital projects, through coordination of staff internally, diverse groups of stakeholders, including external investors, and multi-disciplinary teams.
- Conduct regular performance management assessment of design management staff, allowing their continued professional development and improving the resources of a centre of excellence for project management with Aequus.
- The postholder will possess direct responsibility for a number of staff within the project management team. It will also be necessary, according to the projects being worked upon, the stage of development, and the nature of project to work closely with other individuals and teams within both the major projects team and other partner organisations to ensure successful project management/delivery. The postholder will also at times be expected to act for and on behalf of the Executive Director of Operations in the coordination of staff.
- The post holder will be expected to lead the design of a range of residential project up to the gross development value of £60M

Reporting and Communications

- Ensure the Directors are kept fully informed on a monthly basis of progress on all projects and any matters that would impact on the key targets.
- Gather, collate and analyse through the project management team all monthly reporting information required for Director's review and Project Board reports.
- Prepare where necessary, reports, updates and briefings for key stakeholders and elected members on all aspects of the development portfolio.

- Negotiate where necessary, with Government departments, statutory bodies and other organisations to obtain support and funding for capital projects.
- Represent the Company at public meetings and presentations in relation to projects.

General

- To undertake such other duties and responsibilities as specified by the Executive Director of Operations and are commensurate with the level of the post.
- This job description only contains the principal accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- To ensure his/her personal health, safety and welfare in accordance with legislation and Company policy.

3. PHYSICAL EFFORT AND WORKING ENVIRONMENT

- This is an office and site -based role, and the post holder will be expected to work accordingly at these locations. The use of appropriate Personal Protective Equipment is mandatory where required.
- Flexible working arrangements mean that the post holder may also work in other locations as required including development sites.

4. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

a) Essential

- Educated to degree level and professionally qualified with an appropriate design-based institution; e.g. RIBA, ICE, CIOB.
- Proven success in the design management and delivery of major residential projects including recent experience of work in private development market.
- Extensive management experience in multi-disciplinary environments within a public organisation.
- Excellent project / programme management skills, proven in similar assignments.
- Possessing a high level of commercial and contractual awareness
- Ability to work with and develop effective teams.
- Experienced in the appointment and management of consultants – delivering best value.
- Excellent communicator, with experience of managing complex stakeholder relationships.

b) Highly Desirable

- Architecture / Construction / Civil Engineering background.
- Experience of working with public / private investment partnerships.
- Experience of working with or for the public sector, advising stakeholders and elected representatives.
- Actively involved with construction innovation and best practice.