



POST TITLE:	Development Project Manager (Full-Time Position)
SALARY & BENEFITS	Salary £50,000 to £60,000
REPORTS TO:	Senior Development Project Manager / Head of Development
REPORTING TO THIS POST:	Project Teams, Contractors & Consultants
BASE:	Cambridge House, Henry Street, Bath, BA1 1BT
1. PURPOSE OF POSITION	
Aequus Group is a Council owned private group of companies (Aequus Development Limited, Aequus Construction Limited and part share in Aequus Regeneration Bath Quays LLP) delivering affordable, mixed tenure, market housing developments and private residential lettings. Since Aequus was formed we have delivered over 250 high quality homes within B&NES and are now embarking on the next phase of its growth. Its first major development in Keynsham for 95 apartments won a number of local awards. Aequus now has a pipeline of sites with around 1,300 units across B&NES, South Gloucestershire and North Somerset for development over the next 5 years and are looking to increase the Team with a Development Project Manager with a proven track record of developing high quality residential schemes. The primary purpose of this post is to work with the wider team to successfully progress the pipeline through planning and on to site. As a Development Project Manager, you will lead on, and be responsible for, the progression of schemes allocated.	

2. ESSENTIAL DUTIES & RESPONSIBILITIES

Organisational

- Ensure the effective and efficient implementation of Company policies and the achievement of the Company objectives, including financial ones.
- Comply with Company 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.
- 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 on individual residential projects from RIBA stage 0 to 3 up to £60m GDV.
- Procure and appoint both consultants and designers and ensure compliance with good practice 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.
- Plan and prepare detailed programmes in support of projects and the project management team.
- Provide design management support and advice to the project management team.
- Develop and implement risk and opportunity management activities in support of projects.

Managerial

- Provide leadership on individual projects delivery, 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.

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 Senior Development Project Manager 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 role is a blend of home, office and site-based, and the post holder will be expected to work accordingly at these locations, with Bath as the centre of duty
- 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. Or demonstrate the necessary experience.
- 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

- Architectural or construction background
- Experience of working in the public and private sector
- Actively involved in construction best practise and innovation