



Paragon Asra



**PA Housing**


# Assistant Director, Programme Delivery

*Passionate about delivering more  
affordable homes and great services*

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working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH



We need motivated and driven people who will be able to help us achieve our goals.

# About us

PA Housing is ambitious about growth.

We are dedicated to increasing our development programme to enable us to build 500 new homes per year predominately focused within London and the South East. We are financially strong and have an excellent reputation.

We need motivated and driven people who will be able to help us achieve our goals.

# Our history

In April 2017 asra Housing Association and Leicester Housing Association – both part of asra Housing Group – amalgamated with Paragon Community Housing to create Paragon Asra Housing (PA Housing). One of the main reasons for the amalgamation was to help meet the need to build more homes.

We have created an ambitious and dynamic housing association and together we own and manage almost 24,000 homes in London, Surrey and the Midlands.



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# An exciting future

Creating more affordable housing is central to our future and we relish the challenge of developing more quality, affordable homes for our customers.

We aim to deliver an annual programme of over 500 units focused in London and within the M25.

However we are about much more than just bricks and mortar. We focus on the wellbeing of the people we serve and have exciting plans to help our neighbourhoods prosper and thrive.

We have the potential to achieve brilliant things in the future and we look forward to unlocking the benefits which PA Housing can bring – to our customers, our employees and in the wider community.

Our success and our plans for the future would not be possible without our dedicated team of staff members. Every one of our employees help to make a difference to the lives of our residents and other local people, and we look after our team members well.

We are looking for an Assistant Director of Programme Delivery to join our leadership team and help drive us forward. The role is central in helping us achieve our exciting plans for the future;

securing land, new business and development opportunities in and around London to ensure the organisation can grow and even more people can benefit from our exceptional services.

It's a really exciting time to join PA. If you would like to join us, we look forward to your application.



# Our values

Our values underpin everything we do and our culture and behaviours define how we do things.



## Always do the right thing

We offer the best quality service that we can.

We are dedicated to our people.

We are honest, open and responsible.

We challenge ourselves to be the best.

We always look for best value.

## There when you need us

We always offer solutions.

We listen and take action.

We deliver on our promises.

You can count on us.

We treat people as we would want to be treated.

## We never give up

We are ambitious.

We are unashamedly bold.

We work together to make a difference.

We welcome innovation.

We show courage in our pursuit of growth.

We create a culture that people want to be part of.

# A great place to work

Our Investors in People Gold accreditation recognises that we are an organisation that nurtures career development through leadership and training.

We pride ourselves on our 'can-do' approach and our caring, staff team.

PA Housing is an extremely welcoming and friendly place to work. We have a philosophy of continuous improvement and invest in our staff, giving employees support and encouragement to flourish. As a result our team members are committed to delivering value for money and excellent customer service.

Working for PA is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve.

In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits including:

- Opportunities to develop your career through internal and external training, professional qualifications, career coaching etc.
- Onsite parking for our Surrey Office
- Auto enrolment pension scheme
- Health Cash plan for discounted optical, dental and health
- Childcare vouchers
- Car allowance
- A dedicated learning and development plan for every employee

## Equal opportunities

We are an equal opportunities employer and we make sure that every step of our recruitment process is fair.

# Role profile

## Assistant Director Programme Delivery

Based in Walton on Thames, London

**Salary: £85,000**

### 1. Job Purpose

To ensure delivery of the development programme to meet agreed targets whilst delivering excellent value for money and high quality homes.

### 2. Key Responsibilities

- Contribute to the strategic and operational direction of PA Housing.
- Establish procurement arrangements for the delivery of new homes/mixed used developments that deliver the required quality standards, whilst managing delivery risks and delivering excellent value for money.
- Establish appropriate contractual arrangements to deliver the construction of new developments on time and to budget.
- Undertake detailed risk and financial appraisals for projects under construction.
- Work with the Assistant Director of New Business to agree appropriate delivery strategies for consented, land banked and contracted schemes.
- Lead on legal aspects of construction contracts, adjudications and contractual disputes.
- Ensure all planning and development obligations for new projects are discharged prior to completion.
- Work with the Executive Director Business Development and the Assistant Director New Business in relation to bidding and setting targets with the GLA and HCA.
- Work with the Assistant Director New Business and Head of Home Sales on all design and specification proposals for new developments.
- Identify development and programme delivery risks and agree appropriate strategies to ensure projects are delivered on time and on budget.
- Work with colleagues on all aspects of business planning and budgeting.
- Ensure aftercare and defects resolution arrangements are robust and meet business and customer needs.
- Adopt the highest standards of probity and regulatory compliance.

- Contribute towards formulation of new policies and strategies.
- Report and present relevant matters to Boards and Committees.
- Support and uphold the principles of value for money, continuous improvement and equality and diversity.
- Ensure security charging requirements are in place for all projects.

### **3. Decision Making Authority**

As per Board and Committee approvals, Financial Regulations and Standing Orders.

### **4. Relations**

The role involves working with:

(internally) - leadership team members; Executive Directors; Board and Committee members

(externally) - developer partners, land agents, local authorities, external consultants, legal advisors, GLA, HCA, internal auditors; the social housing regulator; peers in other Registered Providers.





# Person specification

## Attitude

1. Financially astute and commercially aware.
2. Risk aware.
3. Strong and dynamic leader.
4. Good project management skills.
5. Genuine team player with positive outlook.
6. Displays a 'can do' attitude with drive and enthusiasm.
7. Resilient in times of need.
8. Always encourages learning, both personally and in other colleagues.
9. Passion for service excellence and continuous improvement.
10. Thinks strategically and creatively.
11. Always lives the PA values.
12. An empathy with the social housing sector.

## Qualifications required

1. Five years' experience and senior level in a construction, development or land related discipline within London or the South East.
2. RICS or IOB qualification desirable.

## Experience & knowledge

1. Experience of devising and delivering significant development and construction programmes within London or the South East.
2. Significant experience of a risk management framework for development.
3. Experience of project and financial appraisal systems.
4. Experience of working with Directors and Board members.
5. In depth knowledge of construction and development contracts and associated legislation.
6. In depth knowledge of planning polices and development control issues.

## Skills

1. Communicates effectively.
2. Customer focussed.
3. Ability to analyse and present complex information simply.
4. Influences, negotiates and relates with subtlety and sensitivity.
5. Prioritises and multi-tasks effectively to meet deadlines.
6. Excellent leadership and communication skills.
7. Excellent report writing and presentation skills.
8. Ensures that colleagues within area of responsibility are well managed and motivated and that both good and poor performance is actively managed.
9. Ability to build and maintain effective relationships.
10. Ability to take ownership and empower others.

# To apply for this role

Please email your CV to our recruitment partners Ocean Edge Executive Search at **[jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)**

For an informal chat please call Ocean Edge on **023 8000 1153**

Closing date:  
**Friday 19 January, 2018**

Working in partnership with Ocean Edge Executive Search  
**[www.oceanedge.biz/pah](http://www.oceanedge.biz/pah)**

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