



# HEAD OF PROJECTS AND PROGRAMME OCTAVIA

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working in partnership with  
**OCEAN EDGE**  
EXECUTIVE SEARCH



# ABOUT US

Octavia provides thousands of people in London with good quality, affordable, well-planned and well-managed homes, alongside care and support services and community projects.

We have been managing homes for 150 years, which makes us one of the oldest housing associations in England. Currently we manage around 4,700 affordable properties in central and west London but we have exciting plans to grow, and as the city continues to change, so will we.

Octavia Living our not-for-profit development initiative is helping more people to get a foot on the housing ladder with innovative part-buy, part-rent schemes as well as private properties for sale on the open market. We reinvest the surplus from Octavia Living into building more affordable housing and bolstering our care and support services and community work.

We are always open to new ideas, but remain true to our fundamental purpose and values which include giving people on low incomes the opportunity to stay living close to where they work or have longstanding social ties.

Our success and our plans for the future would not be possible without our dedicated team of over 300 Octavia staff members. Every one of our employees helps 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 a Head of Projects and Programme to join our team and help drive us forward. The role is central in helping us achieve our exciting plans for the future; developing more homes and ensuring even more people can benefit from our exceptional services.

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

**Working in partnership with Ocean Edge Executive Search <http://oceanedge.biz/octavia>**



# A GREAT PLACE TO WORK

Working for Octavia is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve in central and West London. In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits.

But don't just take our word for it. We have twice been listed in The Sunday Times' Best 100 Not for Profit Organisations to work for.

## **A great place to work with generous employee benefits**

As well as a competitive salary (which is reviewed each year) you will benefit from:

- A flexi-time system which can result in an extra thirteen days of leave
- A generous annual leave allowance which increases with long service
- Enhanced maternity and paternity pay
- A generous group personal pension scheme which doubles any contribution you make (up to a maximum of 10% of your salary)
- Loans to buy a travel season ticket or a bicycle (enabling you to spread the cost over 12 months)

- Life insurance cover
- Childcare Vouchers
- Payroll Giving if you want to donate to charity
- Access to Health Cash Plan (for discounted optical, dental and small health procedures)
- Performance awards for top performing staff who exceed their targets (up to 2.5% of your salary)
- Employee Assistance Programme – a 24hr telephone line offering free and impartial advice on legal issues or health concerns
- 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

## HEAD OF PROJECTS AND PROGRAMME

**Salary:** £70,000

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**Department:** Development

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**Location:** Emily House, 202-208 Kensal Road, London W10 5BN

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**Reporting to:** Development Director

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**Supervising:** Senior Project Managers and Programme Manager

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Our Development Team is responsible for our exciting programme of developing properties including; affordable rented housing, supported housing, care facilities, key worker accommodation, private sale and shared ownership schemes.

We are committed to designing and delivering schemes that not only respect the environment through effective waste management, energy and water conservation, but are living spaces where people choose to live and feel proud to call home.

We are looking for a Head of Projects and Programme to help drive our development programme forward and take the lead in delivering the programme post acquisition.

### The purpose of this post

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- To lead and manage a team of senior project managers to deliver the homes developed by Octavia.
- To have overall responsibility for the Programme Management of Octavia and the Connected Partnership with the support of a programme manager.
- To ensure that schemes comply with funding and governance procedures, gateways protocol and GLA requirements.
- To deputise for the Director on project and programme matters and lead on programme matters with the GLA for Connected.

## Key tasks

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### Projects

1. Project management of schemes in New Development Programme with sole responsibility post acquisition.
2. Ensuring that all consultants and contractors are professionally briefed by the team.
3. Advising and supporting staff in shaping projects, ensuring professional teams are clear on requirements, and ensuring that projects are client-led.
4. Project managing larger and more complex projects where necessary.
5. Setting realistic timetables for projects and ensuring projects meet time targets without compromising quality.
6. Carrying out feasibility, option appraisals and systems to monitor projects. Preparing reports and spreadsheets showing how costs are apportioned.
7. Assessing risks of projects in the programme and ensuring schemes progress swiftly and systematically to overcome risks. Presenting projects requiring approval to Development Panel and Development Committee.
8. Providing expert guidance to the Association on project management matters.
9. Ensuring sites and projects are acquired in accordance with agreed internal procedures including the gateways protocol, GLA requirements and the Association's Project Procedures Manual and design brief, and ensuring full compliance with the Association's Standing Orders and financial procedures.
10. Ensuring that projects meet quality standards. Ensuring that all project stakeholders are consulted, including local authority representatives, tenants, staff representing the client, community representatives etc.
11. Ensuring that all documents are correct at handover of scheme, that defects are handled diligently and all post contract approvals are agreed.

### Programme

1. Lead person for liaising with the GLA regarding the programme for Octavia and Connected.
2. Responsible for leading Octavia and or the Connected bids to the GLA and putting forward schemes for approval for continuous engagement.
3. Management of Programme Manager who is responsible for day to day programme management and maintaining the Connected budget.
4. Coordinating the project panel reports to Panel and spreadsheets of the programme.
5. Setting up systems including spreadsheets and databases to ensure reporting on progress of both the New Development and Reinvestment Programmes to external funders, Development Committee, and Finance and Tenant Services departments.

### Liaison

1. Leading liaison with the Housing GLA on programme matters.
2. Responsible for Association's cash and allocation take up with the GLA and local authorities.
3. Representing the Association externally at forums etc.

### New Business

1. Co-ordinating the bid in conjunction with Acquisitions Manager and Development Director.
2. Proactively contributing to new business.

### **Procedures and Policies**

1. Administering the New Development Programme.
2. Developing New Development plans, strategies and procedures, ensuring that they meet corporate Standing Orders and external requirements. Through scheme audit, ensuring that all projects comply and that there is a rigorous review process.

### **Technical**

1. To support the Head of Technical and Support Services to review projects and input into:
2. Ensuring compliance with and maintenance of approved consultants and contractors lists for new development; liaising with Constructionline; setting up and maintaining standard memoranda of agreement with framework consultants and contractors.
3. Where partnering is followed on projects, ensuring that all decisions are well documented and Housing Corporation approval is received.
4. Co-ordinating the clerk of works service.
5. Ensuring maximisation of housing plus benefits, including construction training and contribution to regeneration, on all schemes.

### **Training and Support**

1. Providing training, development and management to those involved in delivering the programme.
2. Providing technical advice and expertise to others within the Association where required.
3. Keeping up to date with legislation and regulations relating to property acquisition, planning and valuation matters, and inform appropriate staff of changes.
4. Contributing to recruitment, induction and training within the Association.

### **Management**

1. Managing and supporting staff, setting clear targets and holding effective one to one support sessions.

### **Financial**

1. Responsible for the budget for area of work.
2. Maintaining good financial records and ensuring that requisite approvals are in place prior to spending monies and advising finance on cash flow matters.

### **Other Duties**

1. Attending Development Panel and presenting reports.
2. Working with others to deliver the programme strategy.
3. Commissioning consultants to carry out work and prepare reports.
4. As a senior manager, contributing to working parties, policy matters and the work of the Association to meet its corporate objectives.
5. Being a proactive member of the Development Department Management Team.

The post holder will be expected to comply with our policies and procedures at all times including equal opportunities, confidentiality, data protection and health and safety.

# PERSON SPECIFICATION

## HEAD OF PROJECTS AND PROGRAMME

The following list of skills, knowledge, experiences and personal characteristics are classed as essential criteria for the role of Programme Manager. Please consider how you meet these criteria to help inform your application and interview.

### 1 Experience:

- Extensive experience of housing association development
  - Management experience
  - Experience of managing development programme
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### 2 Knowledge:

- Relevant qualification
  - Good construction knowledge
  - Housing association development procedure and good practice
  - Spreadsheets and programming skills
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### 3 Skills:

- Good administrative and organisational skills
  - Good communication skills
  - Problem solving
  - Good financial skills
  - Report writing and research skills
  - Ability to handle busy workload and delegate
  - Project leadership skills
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### 4 Other:

- Commitment to the Equal Opportunities Policy
- Self servicing
- Ability to work under own initiative
- Willingness to develop with the organisation

**Apply  
for the  
role**

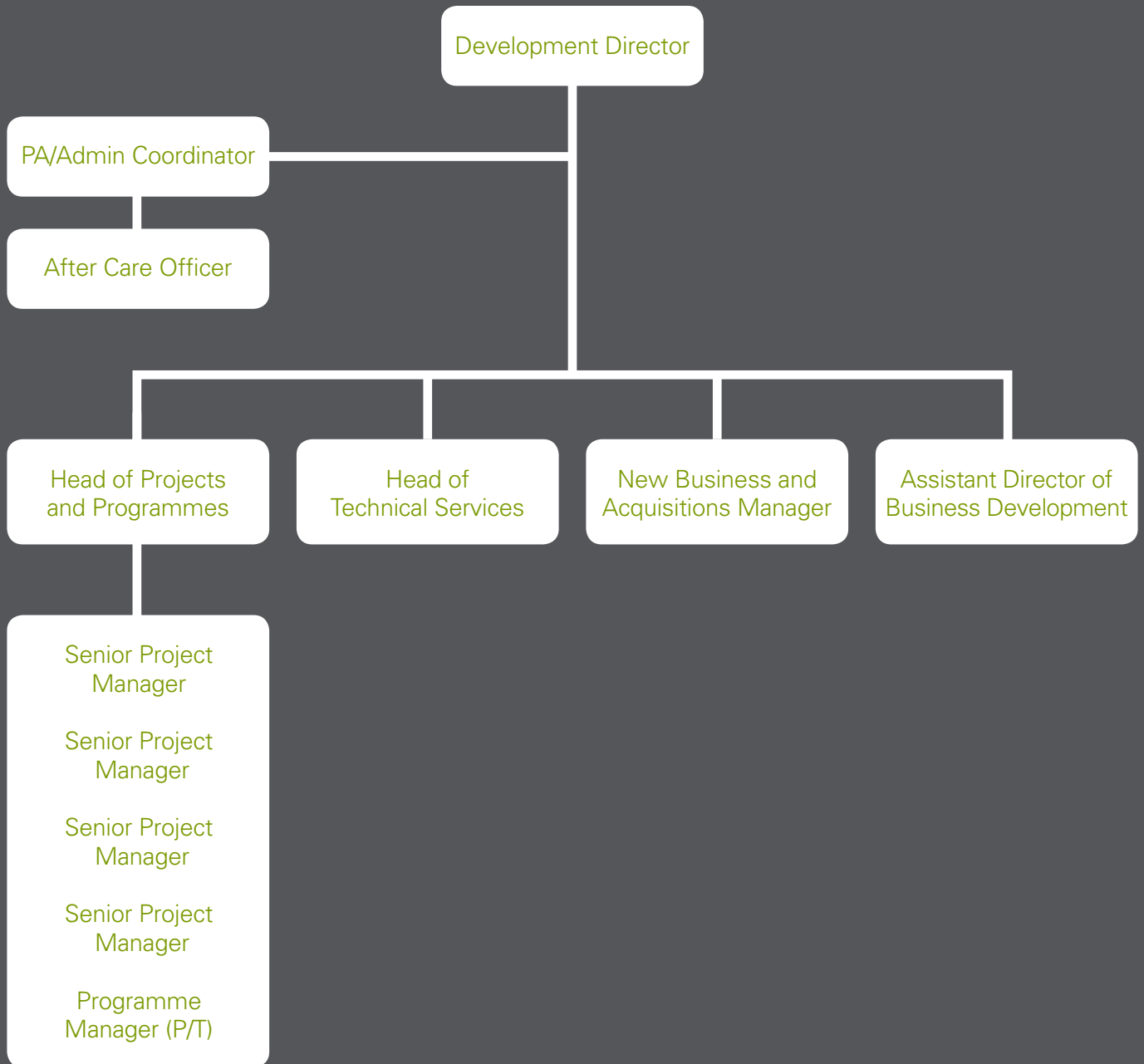
Please email your CV and covering letter clearly outlining how you meet the criteria in the person specification to our recruitment partners Ocean Edge (email address: [jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)).

**The closing date is Sunday 19 February 2017.**

If you would like an informal discussion about this opportunity, please get in touch with the Ocean Edge team on **023 8000 1153**.

More details are available at <http://oceanedge.biz/octavia>

# DEVELOPMENT





# TO APPLY

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Interviews are scheduled to take place on Wednesday 1, Thursday 2 and Friday 3 March 2017.

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