



SENIOR PROJECT MANAGER 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 Senior Project Manager 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

SENIOR PROJECT MANAGER

Salary: £58,000

Department: Development

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

Reporting to: Head of Projects & Programme

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 Senior Project Manager who will help drive our development programme forward by managing new schemes from inception to completion. The role is central to helping us improve our performance and deliver excellent customer service.

Key tasks

Project Management

1. Leading on project management of complex and large projects to time, quality and budget targets and with minimum supervision.
2. Briefing consultants and contractors, negotiating appointments and shaping the project. Being a strong professional client with clear requirements and able to lead a team to work together to achieve goals.
3. Drawing up realistic timetables and ensuring projects meet time targets without compromising quality.
4. Carrying out feasibilities and option appraisals and maintaining systems to monitor project costs. Preparing reports and spreadsheets showing how costs are apportioned
5. Assessing risks and progressing schemes swiftly and systematically to overcome risks. Preparing and writing reports on schemes for Development Panel and Development Committee.
6. Ensuring schemes are developed in accordance with agreed internal procedures, GLA requirements and the Association's Project Procedures Manual and Employers Requirements, and ensuring full compliance with the Association's Standing Orders and financial procedures.

7. Ensuring consultation of all stakeholders including local authority representatives, residents, staff representing the client, community representatives etc.
8. Ensuring that all documents are handed over at handover of scheme, that defects are handled diligently and all post contract approvals are agreed.

Programme

9. Leading on agreed aspects of the programme and deputising for the Head of Projects & Programme at GLA and local authority meetings.
10. Ensuring that programmes are delivered as agreed.

Liaison

11. Leading liaison with Housing Management for New Development, ensuring good and effective communication.
12. Developing and maintaining good relationships with internal and external clients including key GLA and local authority staff. Initiating and maintaining good relations with contractors, developers, agents and consultants.
13. Acting as lead contact for local authorities and representing the department at all levels.

New Business and Acquisitions

14. Although primarily the role is project management, the post holder is expected to work closely with departmental staff responsible for acquisitions in; Identifying and following up opportunities; Co-ordinating street property programmes and overseeing the purchase of properties; Taking over schemes at an early stage and, with the support of the manager where necessary, professionals are appointed, approvals are granted and risk items are identified.

Technical

15. Ensuring consultants and contractors have been approved and maintaining relevant records.
16. Where partnering is followed, ensuring that all decisions are well documented and that roles and responsibilities of the team are clear.
17. Leading on aspects of the department's general technical systems.
18. Carrying out reviews and audits of schemes.

Training and Support

19. Training and supporting Project Managers and Assistant Project Manager/s.

Other Duties

20. Assisting with bids and tenders.
21. Carrying out research and writing reports.
22. Contributing to working parties and the work of the Association to meet its corporate Objectives.

PERSON SPECIFICATION

SENIOR PROJECT MANAGER

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

1 Experience:

- Extensive experience of housing association development
 - Track record of successful project management
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2 Knowledge:

- Relevant housing or professional 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
 - Management of complex projects with little supervision
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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**

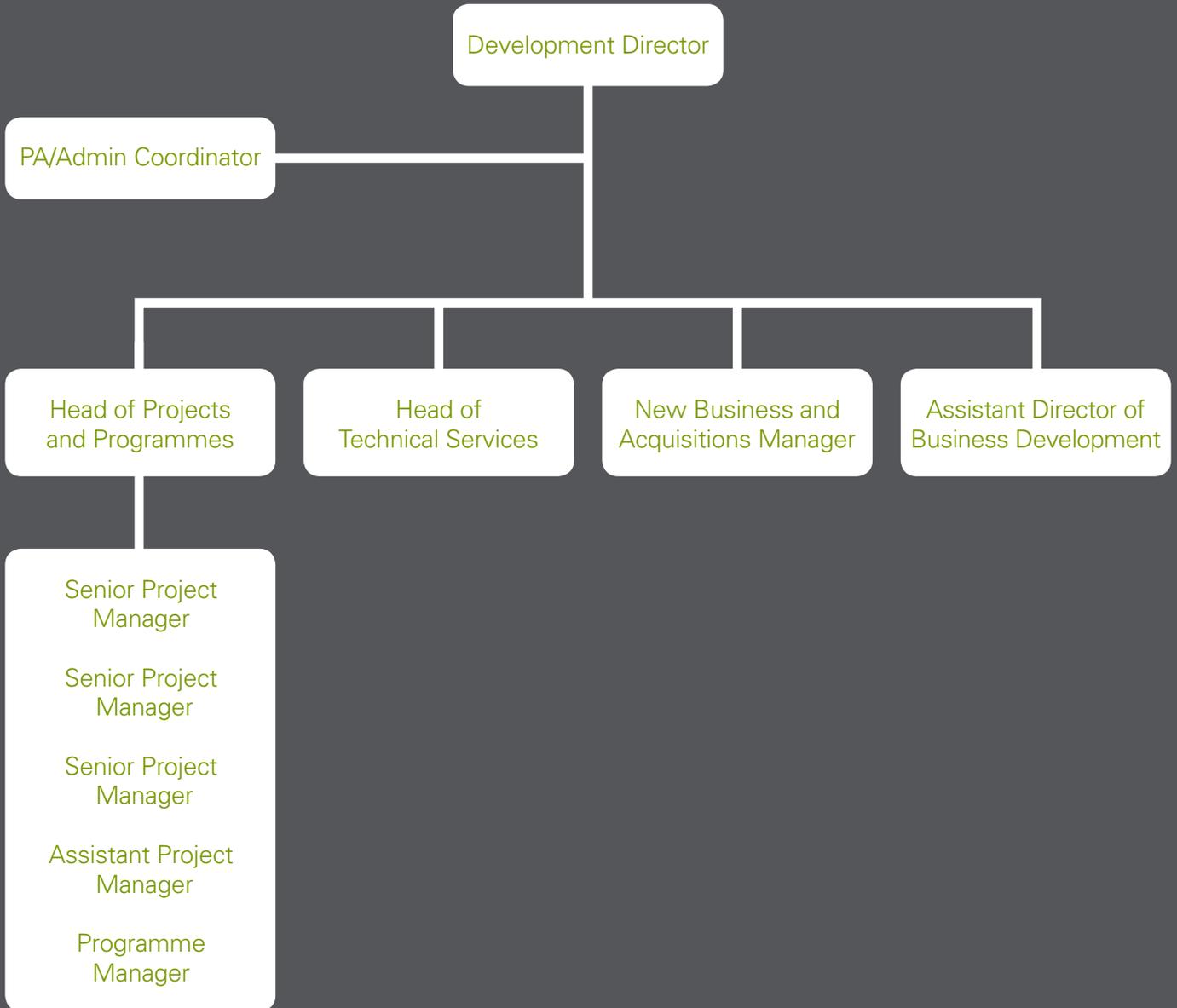
To apply for the role please email your CV and covering letter clearly outlining how you meet the criteria in the person specification to our recruitment partners Ocean Edge (email address: jobs@oceanedge.biz).

The closing date is Friday 1 February 2019.

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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