

# OCEAN EDGE

EXECUTIVE SEARCH



## DEVELOPMENT MANAGER

(6 MONTH FIXED TERM CONTRACT)

**SALARY: £58,197 PRO RATA**  
**BASED: HOME COUNTIES**



023 8000 1153



info@oceanedge.biz



www.oceanedge.biz



in



# THE ORGANISATION

**Our client is one of the leading providers of affordable housing in the South East, managing nearly 15,000 homes across 34 local authority areas in the Home Counties and North and West London.**

As well as providing affordable housing for rent and delivering low-cost home ownership (mainly shared ownership) they also offer temporary or permanent housing solutions to address homelessness issues and provide hostel accommodation for single and young people.

After being awarded the highest rating possible from the Regulator for Social Housing for governance and financial viability the organisation has an ambitious £300 million development programme.

To help achieve targets of delivering 600 new homes each year they are looking for an experienced Development Manager to take the lead on all development projects and ensure they are delivered on time, within budget and to the correct quality levels. You will be responsible for handovers to the sales teams and ensure all schemes are compliant and meet health and safety regulations.

Although this is initially a fixed term six month contract there is the possibility of moving into a permanent role after six months.

## BENEFITS

This is an exciting opportunity to develop your career with a major local employer that genuinely cares for and invests in its staff. Our client recognises and rewards staff with highly competitive pay, flexible working arrangements and a range of generous benefits including:

- **generous holiday entitlement**
- **pension scheme**
- **bonus incentive scheme**
- **health cash plan**
- **range of wellbeing activities and social events**
- **family friendly policy**

# DEVELOPMENT MANAGER (FULL TIME ROLE, 6 MONTH CONTRACT)

An exciting opportunity for an experienced Development Manager that can hit the ground running and take responsibility for allocated development projects and ensure they are delivered on time, within budget and to the correct quality levels.

You will be responsible for managing handover in conjunction with the Senior Site Inspectors to deliver homes to Sales and Operations upon completion. You will also ensure compliance to all health and safety regulations and ensure that CDM and Principal Designer obligations are completed.

## KEY ACCOUNTABILITIES:

- Project management of a portfolio of development projects from inception to completion.
- Provide progress reports to Head of Project Delivery for reporting on at least a monthly basis (or as required) of progress with the developments portfolio, highlighting risks and opportunities and divergences from agreed time, cost or quality parameters.
- Work closely with Technical Manager, Land team, Sales team and Senior Site Inspectors to manage the project delivery.
- Carry out financial appraisals of development projects and keep the costs under regular review.
- Manage costs to ensure projects remain within budget, raising purchase orders and receipting when works are completed.
- Ensure proactive management of the allocated projects to cost targets, compliance with defined standards, policies, procedures and statutory requirements, both in active and tendering developments.
- Carry out a comprehensive risk assessment for each project and keep the risk register under regular review ensuring that the mitigation actions are taken in a timely manner and new risks identified are reported accordingly to the Head of Project Delivery.
- Review the Employer's Agent and Senior Site Inspector's work and act as a point of escalation.
- Ensure that all allocated projects are compliant with Health & Safety procedures & practices.
- Evaluate projects on completion to gain feedback and ideas from tenants, purchasers and colleagues, and use the knowledge gained to improve future projects and processes as appropriate by commissioning "lessons learnt" reviews.

## TO APPLY

Please email your CV and supporting statement to  
Ocean Edge Executive Search: [jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)



023 8000 1153



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[www.oceanedge.biz](http://www.oceanedge.biz)



## LEVEL OF AUTHORITY

- Programme delivery of the assigned projects.
- Authority to drive and influence all aspects of health & safety.
- Control of budget for the assigned projects.

## REQUIRED OUTCOMES OF THE POST

- High quality of construction for the assigned projects with a continuous reduction in defects.
- High and improving standard of health & safety for the assigned projects.
- Ensure assigned projects are completed on time, within budget and to the required quality standards.
- High and on-going levels of customer satisfaction through minimising defects; targeting quality improvements and focus on health & safety.

## WHAT WE ARE LOOKING FOR IN YOU

- Recognised qualification degree level or equivalent in a construction related discipline
- Membership of relevant professional body (CIOB, RICS etc).
- Demonstrable understanding of the development process and property and contract law, including experience in obtaining planning permission.
- An experienced commercial approach to managing contracts with third parties with the ability to combine understanding and application of the law with appropriate and intelligent contractor/partner relationship management.
- Evidence of use of a structured approach to project management.
- High standard of literacy and numeracy.
- Strong computer literacy.
- IOSH qualification.
- NEBOSH qualification (preferred not essential)
- Strong knowledge of construction contract types and their advantages and limitations.
- Knowledge of contract related legislation.
- Understanding of development appraisal methodology and ability to monitor the financial performance of projects during the development process.
- Experience of main contractor / sub contractor procurement.
- Tender/Market awareness.
- Strong communication skills in order to be able to influence others and communicate complex technical topics.
- A proven collaborator demonstrating a strong understanding as to how cross-organisation alignment is a key contributing factor to achieving business goals.
- Driving licence.





# MAKE YOUR SUPPORTING STATEMENT STAND OUT FROM THE CROWD

Your supporting statement is your opportunity to say why you are the ideal candidate for this role. Make sure you pack it with all the information needed to take your application to the next stage.

Read the job role and person specification included in this pack carefully and tailor your supporting statement accordingly. Keep your paragraphs short and make sure the overall length is no more than one side of A4.



## AN INTRODUCTION

Use the first paragraph to introduce yourself and showcase your talent. Think about your career highlights and make sure they are mentioned high up. What compelled you to apply for this particular role?



## YOUR RELEVANT SKILLS

Refer back to the requirements mentioned in the job advert or specification, and make sure you demonstrate how you match the skill set being sought. Give examples of your experience and the projects where you have excelled.



## BULLET POINTS

Make your supporting statement punchy by including bullet points to highlight key information. This will also make the page easier for recruiters to read and refer back to.



## YOUR NAME AND CONTACT DETAILS

In case your supporting statement and CV get separated once printed make sure your basic details are on both documents.

For more practical recruitment tips and advice visit our blog <https://oceanedge.biz/blog/posts>

# TO APPLY FOR THE ROLE

**Please email your CV and supporting statement to  
Ocean Edge Executive Search**

**[JOBS@OCEANEDGE.BIZ](mailto:JOBS@OCEANEDGE.BIZ)**

As this role is required urgently we are looking to appoint as soon as we find a suitable candidate so please don't delay with your application.

**[WWW.OCEANEDGE.BIZ](http://WWW.OCEANEDGE.BIZ)**

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