



Paragon Asra

**PA Housing**

# Development Manager (Delivery)

Salary £55,000 (plus generous benefits package)

*Passionate about delivering more  
affordable homes and great services*

[oceanedge.biz/PAH](https://oceanedge.biz/PAH)

working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH



# 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 **plus the Midlands**. 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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association

# 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 a Development Manager (Delivery) to help drive us forward. The role is central in helping us achieve our exciting plans for the future to ensure the organisation can grow and even more

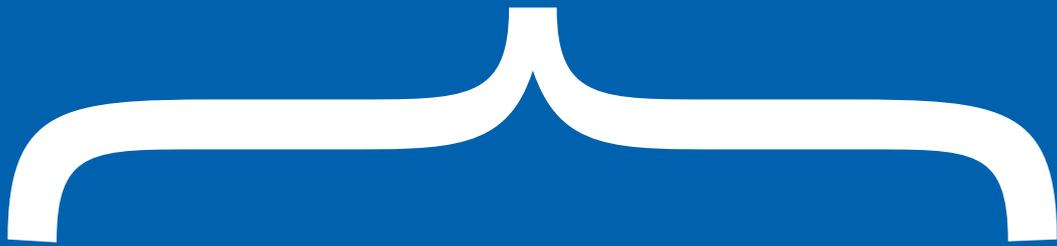
people can benefit from our exceptional services. You will take the lead in project managing new schemes from inception to completion; ensuring projects are delivered on time and on budget.

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

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.

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

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

## Equal opportunities

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

# Employee benefits



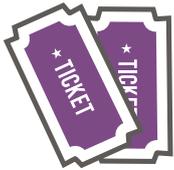
## Perkbox

Discount scheme (e.g. High Street shops, cinemas, airport parking and hotels, savings with Apple, free coffee at Caffe Nero each month, download a free film each month)



## Health cash plan

No cost to the employee except if you choose to upgrade and add additional members to the plan



## Season ticket loans (bus & train)

0% loan for the cost of a season ticket which is deducted from salary over a 10 month period. (This benefit is available on successful completion of probation.)



## Social events

- Summer BBQ held in Walton-on-Thames
- Diwali party held in Leicester
- Christmas party - all three locations



## On-line whistle blowing scheme In-Touch

A service where colleagues can report any concerns that they have confidentially and anonymously. PA Housing has signed up to the Speak up hotline service available 24/7.

Visit [www.speak-up.info/pahousing](http://www.speak-up.info/pahousing) or call 0800 097 0026

Access code: 27924



## Enhanced PA Housing maternity, paternity, adoption pay and share parental leave

Pay above the Statutory basic amount



## Annual flu vaccinations

Offered to all employees who can use a voucher at Boots Pharmacy or see a visiting nurse.



**Free VDU test and a contribution to the cost of glasses - with approved supplier**  
(Conditions apply)



**Employees assistance programme using Health Assured**  
A 24 hour confidential telephone counselling service



**Car leasing scheme**  
Through tuskercars.com using salary sacrifice (This is available upon successful probation).



**Wellbeing**

Wellbeing champions plan activities throughout the year at each office, e.g. fitness classes, walking clubs, meditation sessions and much more.



**Long Service Awards**

Love to shop vouchers plus an extra day's leave to be taken that year

5 years £75

10 years £150

15 years £225

20 years £300

25 years £375

30 years £450



**Bike2Work Scheme**

A salary sacrifice scheme enabling colleagues to purchase a bike up to the value of £1,000.

# Role profile

## Development Manager (Delivery)

Location: Flexible working between our London and Walton-on-Thames offices and home

Dept: Business Development (Development and Sales)

Salary: £55,000 (plus generous benefits package including up to 10% bonus)

Reporting to: Senior Development Manager

Responsible for: Project Manager

Hours: 35 hours per week

PA Housing is an award winning provider of affordable, quality homes, but our business is about more than property – it's about people. We aim to put our residents at the centre of everything we do and offer first class services to all.

Our business is built around decades of experience in the social housing sector across the Midlands, London, Home Counties and the South East. We hold a stock of more than 24,000 homes and employ 600 plus staff to provide a high standard of service to our householders.

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 currently have an opportunity for a Development Manager (Delivery) to project manage challenging, complex, multi-phased and mixed tenure schemes from inception to completion.

You will project manage a number of smaller scale and less complex housing development schemes of all tenures, including Rent, Shared Ownership and Private Sale, ensuring all development projects are delivered to the required time, cost and quality standards.

The successful candidate will have:

- 5 years experience of managing the delivery of land led and Section 106 developments from inception to completion, and through into defects.
- A degree or the ability to demonstrate good technical knowledge of building design, procurement and construction technology.

- Experience of new scheme procurement and of managing consultants and contractors in a regeneration or construction environment.
- Experience of working with a Registered Social Landlord or property developer delivering new build or high value maintenance projects.
- Membership of a professional body e.g. RICS, CIOB, CIH.
- Strong financial acumen and experience of carrying out financial appraisals.

This is a great opportunity for an enthusiastic and motivated individual to work as an integral part of a dedicated Development team.

We recognise that people are at the heart of our business and that success is dependent on enthusiastic and committed colleagues. We make sure they feel supported and encourage a culture of opportunity and learning to enable colleagues to fulfil their potential and make a real difference to people's lives every day.

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

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

- 26 days annual leave entitlement per annum plus bank holidays (pro rated for part time roles).
- Opportunities to develop your career through internal and external training, professional qualifications, career coaching etc.
- Generous pension scheme including 10% bonus.
- Health Cash plan for discounted optical, dental and health.
- Perkbox – High street discounts.
- Long Service Awards.
- Health and Wellbeing initiatives.
- Walton on Thames is located 10 minutes from the M3 and 30 minutes from the M25.
- Our London offices are near Borough Market and Southwark Street tube station.

PA Housing - Passionate about delivering more affordable homes and great services

## **Main Purpose of Job**

- To lead the project management of a number of smaller and medium sized new residential developments from inception through completion, in collaboration with our New Business and Regeneration teams. These projects will have some limited degree of complexity or risk.
- This includes the effective management of the development projects to meet all growth and asset management targets, within the delivery team to ensure the delivery of each project to the required time, cost and quality standards.

## Key Tasks and Responsibilities

- To lead teams of consultants and contractors and project manage a number of smaller scale and less complex housing development schemes of all tenures, including Rent, Shared Ownership and Private Sale. Also, commercial space which may form part of the scheme.
- To manage, motivate and support any Assistant Project Managers/Project Manager reporting to you and to take overall responsibility for their projects.
- Plan and manage the schemes to ensure that the highest quality standard is achieved at Practical Completion stage and at Handover stage to our client departments (Sales/Housing Services/Leasehold Services).
- To problem solve technical, contractual and design issues with the project teams and to make recommendations to your line manager about problem resolution, claims and other contractual matters.
- Prepare and manage a project risk register, identifying risk and mitigation to off-set or eradicate the risks, or include cost and impact within budget costs and programme.
- Manage the contract budget to ensure that the total scheme costs remain within the Approved Budget, notifying the Assistant Director of any risks of cost overrun at the earliest opportunity.
- Liaise with our Sales & Marketing team to ensure the Shared Ownership and Private Sales homes are delivered to meet agreed Sales strategy and programme. Delivering show units and information in good time to as agreed.
- Liaise with the Consultant Team and Programme Manager and provide programme information to the funding authorities. Assist in the preparation of bids to funding bodies as required.
- Provide regular performance information (scheme progress, risk analysis, and expenditure against budget) and programme update reports for the Assistant Director to assist in the management, control and development of the business.
- Work with the New Business Team in the preparation of feasibility and viability appraisals, Board reports, and project risk analysis reports in good time for submission to the Development and Asset Committee.
- Manage the delivery of the assigned areas of the development programme to meet targets and the PAH's Business objectives. Assist with the purchase of sites; obtaining planning approval and delivery of the construction of the project.
- Ensure projects meet the PAH's Corporate Plan Objectives and Development Strategy and that they comply with all funding conditions, relevant Quality Standards and that accurate scheme and Audit files are maintained.

- Ensure projects comply with our Employers Requirements, the relevant Design & Quality Standards, Nationally described space standards (London Housing Design Guide), HQL's and Building Regulations requirements and that the requirements of any Investment Contract are met.
- Assist in the selection, appointment and briefing of consultants and in monitoring performance of consultants and contractors. Liaise with appointed consultants and contractors in relation to the construction and completion of new developments.
- Develop and maintain productive working relationships with key strategic partners. These will include key Local Authorities, property developers, contractors, GLA, Homes England, local housing association partners, landowners, agents, private landlords and consultants.
- Maintain positive working relationships with internal customers and hold regular update meetings with the PAH subsidiary organisations.
- Seek to promote the PAH development programme to enhance the PAH reputation as an effective developer and assist in the preparation of publicity information and functions.
- To project a positive image of the PAH and subsidiaries by providing an excellent level of customer service to the services' internal and external customers, including dealing with complaints.
- Contribute to the effective and efficient running of the business and Department, achieving targets and objectives that are set.
- Contribute to the introduction of new innovations or advances in development practice.
- Prepare and input Key Performance data for benchmarking purposes. (SDS Catalyst software).
- To promote diversity in all aspects of involvement, scheme design, construction and professional services procurement.
- Flexible working between the London and Walton offices and home.
- Use your creative flair to find solutions to project challenges.

## Performance Measures

- Produce monthly reports and review with your Senior Development Manager to provide regular updates on progress to all internal departments including the Leadership Team, Development Project Board, Development and Asset Committee and main Board, as required.
- Ensure schemes are delivered to meet Start on Site and Practical Completion targets as approved by our Development and Asset Management Committee and as agreed with the GLA and Homes England and the Programme Manager.
- Ensure tasks agreed at 1:1 meetings with your manager are met.
- Achieve all personal annual Appraisal targets and Profit Related Pay targets (PRP).

## Relationships & Contacts

- **Internal:**- Housing Services, Sales & Marketing, Asset, Finance and Customer Services teams.
  - **External:**- Contractors, Consultants, Local Authorities, Customers, GLA and Homes England
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# Person specification

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

## Attitude

- Team player
- Puts customers first
- Passion for service excellence and continuous improvement
- Displays a 'can do' attitude with drive and enthusiasm
- Always lives the PA values
- Self motivated and effective self starter
- The role will require frequent travel and regular site visits requiring the ability to drive, possession of a full driving licence and ownership and use of a car
- The position will require a DBS check to be completed

## Qualifications

- Educated to degree level or the ability to demonstrate good technical knowledge of building design, procurement and construction technology
- Membership of professional body associated with construction industry e.g. RICS, CIOB

## Skills

- Communicates effectively
- Customer focused
- Prioritises and multi-tasks effectively to meet deadlines
- Ability to build and maintain effective relationships
- Ensures policies and procedures are adhered to
- Proven ability to work to strict deadlines
- Excellent interpersonal and communication skills, able to co-ordinate, lead, motivate and work as part of a team with good judgement and ability to problem solve
- Good financial and commercial awareness
- Able to work on own initiative, make decisions and take responsibility for initiating action
- Commitment to excellent customer service and promoting equal opportunities

## Knowledge

- Knowledge of housing strategy issues for London & S.E. Working knowledge of Homes England & GLA funding procedures, Design & Quality Standards, project management and construction
- Demonstrate an awareness of diversity and accessibility issues relating to housing and housing design

- Strong awareness of Health & Safety within the construction industry and the CDM regulations and an extensive knowledge of JCT D&B Contracts and the operation of Development Agreements
- Demonstrate excellent technical knowledge of new house and apartment building, avoidance of defective works and quality inspection procedures

## **Experience**

- 5 years experience of managing the delivery of land led and Section 106 developments from inception to completion, and through into defects
- Experience of new scheme procurement including – scheme optimisation, Two Stage tendering, managing the design process and monitoring scheme progress and programme
- Extensive experience of delivering schemes under JCT Design & Build Contracts and Development Agreements
- Some experience of making a positive contribution to the delivery of technical challenging schemes and resolving contractual delays, claims and negotiating solutions to deliver the scheme and minimise the impact for PA Housing
- Experience of managing staff or a small development team of project managers
- Experience of using MS Word & Excel, Outlook and PowerPoint at intermediate level
- Experience of working with a Registered Social Landlord or property developer delivering new build or high value maintenance projects
- Experience of using IMS, SDS Proval, PAMWIN, Sequel and Catalyst, and use of electronic documents and drawings

# To apply for this role

Please email your CV and a supporting statement showing how you meet the role criteria to our recruitment partners Ocean Edge Executive Search at **jobs@oceanedge.biz**

For an informal chat please call the Ocean Edge Executive Search team on **023 8000 1153**

Closing date:  
**12noon, Friday 17 September, 2021**

Working in partnership with Ocean Edge Executive Search

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