



Paragon Asra

PA Housing

Development Manager (Regeneration)

Salary £55,000 (plus generous benefits package)

*Passionate about delivering more
affordable homes and great services*

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.

A woman with long brown hair, wearing a red sweater and a black headset, is smiling and looking towards the camera. She is sitting at a desk in an office. In front of her is a computer monitor displaying a website, a multi-line office phone, and a keyboard. A red box with the word 'WORK' is visible on the desk. The background shows a window and a white wall.

We have created
an ambitious and
dynamic housing
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 (Regeneration) 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

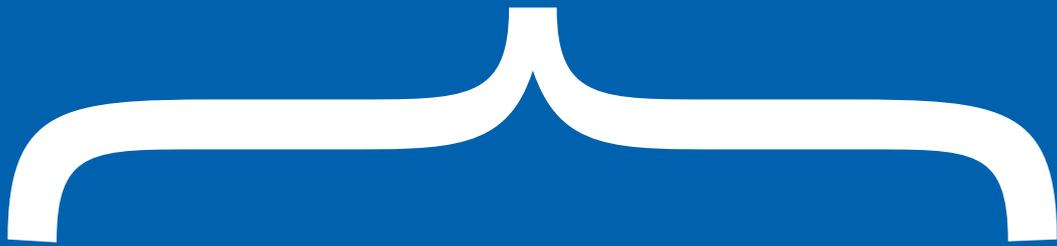
people can benefit from our exceptional services. You will take the lead in project managing new schemes from inception to completion; ensuring projects are delivered on time and on budget.

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



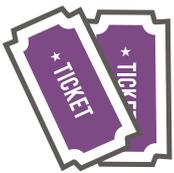
Perkbox

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 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 (Regeneration)

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 (Regeneration)

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 (Regeneration) to project manage a number of mixed tenure new regeneration opportunities from inception to completion, ensuring projects meet milestones and budget requirements and that quality and compliance standards are met.

The successful candidate will have:

- A degree or a demonstrable equivalent level of experience and technical ability gained from the social housing sector.
- Extensive technical knowledge of building procurement, development planning, and design and construction technology.
- Membership of a professional body associated with the construction industry e.g. CIH, RICS, and CIOB.

- Knowledge of housing and regeneration strategy issues, funding procedures, Design & Quality Standards, project management and construction.
- Demonstrable experience of managing the delivery of a scheme from inception to completion, and through into defects.
- Experience of managing consultancy teams.
- IT skills and experience of using appraisal software such as SDS Proval or PAMWIN.

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 new regeneration opportunities from inception to completion, working collaboratively with teams across the business.
- This includes the effective management of projects to meet milestones and budget requirements and to ensure that the required quality and compliance standards are met.

Key Tasks and Responsibilities

- Lead teams of consultants and contractors and project manage a number of mixed tenure regeneration schemes which include affordable homes to rent and buy and any community or commercial facilities that may be included.
- Plan and manage schemes to ensure that the highest quality standards are achieved at Practical Completion stage and that schemes are smoothly and successfully handed over to our client departments (Sales/Housing Services/Home Ownership).
- Compile and manage project risk registers, identifying risk and mitigation to off-set or eradicate the risks, providing an assessment of any impact on budget or 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 Shared Ownership and Private Sales homes are delivered to meet agreed Sales strategy, specification and programme. Delivering show units and required information to agreed timelines.
- Liaise with the Consultant Team and Programme Manager and provide programme information to Homes England and the GLA. 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.
- Support the Senior Development Manager (Regeneration) and Assistant Director 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.
- Progress designated schemes through design and planning, procuring and managing the design team, liaising with Local Authority planning and housing officers through the pre-application process to ensure that valid planning applications are submitted according to project milestones.
- Lead in coordinating community consultation events, presenting PA Housing positively and providing a high quality of customer service in responding to feedback.
- Ensure that schemes comply with all relevant funding design standards and that funding conditions are met. Maintain accurate scheme and audit files and submit information as required for compliance audits.
- Ensure projects comply with our Employers Requirements, the relevant Design & Quality Standards, Nationally described space standards (London Housing Design Guide), HQI's and Building Regulations.

- Attend monthly site meetings, complying with all on-site health and safety requirements and contractor's procedures. Manage the Employer's Agent and Clerk of Works to monitor construction progress, quality of work, and ensure health and safety standards are maintained on site.
- 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.
- Build and maintain positive working relationships with internal customers, consulting with colleagues to ensure that scheme designs reflect housing management and maintenance requirements and handovers are well managed. Provide communications information as required.
- Ensure that high quality customer service is provided, delivering on time to internal Service Level Agreements for the provision of scheme and financial information and ensuring that all complaints are responded to on time.
- Contribute to the introduction of new innovations or advances in development practice.
- Promote diversity in all aspects of involvement, scheme design, construction and professional services procurement.
- Flexible working between home, the London and Walton-on-Thames offices.

Performance Measures

- Produce monthly reports and review with your Senior Development Manager to provide regular updates on progress to internal departments including the Leadership Team and Executive Management Team 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 and compliance objectives.

Relationships & Contacts

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

Person specification

The following list of skills, knowledge, experiences and personal characteristics are classed as essential criteria for the role of Development Manager (Regeneration). 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 travel independently to sites across PA Housing's areas of operation

Qualifications

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

Skills

- Communicates effectively
- Customer focused
- Prioritises and multi-tasks effectively to meet deadlines
- Able 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 and regeneration strategy issues for London & S.E. Working knowledge of Homes England & GLA funding procedures, Design & Quality Standards, project management and construction
- Demonstrates 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 JCT D&B Contracts
- Demonstrates good technical knowledge of new house and apartment building, avoidance of defective works and quality inspection procedures

Experience

- Demonstrable experience of managing the delivery of a scheme from inception to completion, and through into defects
- Experience of new scheme procurement including – scheme optimisation, Two Stage tendering and evaluation
- Experience of delivering schemes under JCT Design & Build Contracts and Development Agreements
- Some experience of dealing with 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 consultancy teams
- 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 financial appraisal and / or budget monitoring software, 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:
12 noon, Friday 17 September, 2021

Working in partnership with Ocean Edge Executive Search

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