

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	Deputy Chief Executive
Division	Asset Management & Development
Post No & Job Title:	Housing Delivery Manager
Grade:	Grade 15
Responsible to:	Head of Assets and Development
Responsible for:	Line management of 3 staff, including 2 x Degree Apprentices
Main purpose of the job	To deliver the new build housing programme element of the Housing Delivery Group Plan, to review.

Main Duties and Responsibilities:

1. To manage a programme of development activity through the various stages of the development process, from inception through to completion.
2. To develop and maintain links with agents and developers to generate a programme of new business housing opportunities.
3. Establish schemes suitable for attracting external investment. Develop and Maintain a relationship with Homes England and other funding providers, and deliver projects in accordance with grant conditions and contracts.
4. Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.
5. To lead on the financial and technical appraisal of potential future housing development and investment opportunities.
6. Where potential development and investment opportunities have been identified, to lead on activity to support the realisation of the opportunity.
7. To collate, prepare and present complex financial, legal and technical information relating to development and investment activity for a local government audience.

8. Oversee and monitor the work of all external consultants and contractors including monitoring compliance and delivery with relevant legislation, policy and procedures, conditions of contract, standards of quality and health and safety.
9. Be responsible for managing the risks associated with the project management of the development portfolio.
10. Act as client-side contract manager for the council when specialist external development services are utilised to deliver housing development.
11. Manage relationships with key external partners including employer's agents, architects, quantity surveyors, clerk of works, ground engineers, and flood risk engineers etc,
12. Work with relevant staff to manage the handover of homes, ensuring that internal teams have all the information they need to let, sell and maintain homes.
13. Manage schemes during the defects liability/rectification period and resolve any latent defect issues if they occur.
14. To assist with the preparation of the development strategies and business plans in relation to the council's Housing Revenue Account,
15. Be responsible for managing capital budgets, monitoring scheme spend, taking the necessary action to ensure that schemes meet the agreed budgetary parameters.
16. Undertaking financial viability assessment associated with development work.
17. Approve invoices and authorise payment requisitions.
18. Deploy effective problem-solving strategies in order to locate potential areas of future project concern, and develop possible resolution arrangements
19. Ensure that all development activity complies with the Council's Constitution and policies.
20. Ensure that all procurement activity is in accordance with the council's Contract & procurement Procedure Rules.
21. Represent the organisation at external meetings, ensuring the effective feedback of operationally important information is achieved.
22. Produce or assist in the preparation of reports as required by senior management / the Council,

23. Build strong working relationships with external partners, maintaining a network of key contacts which will provide the Council with opportunities for growth. Review “key contact” responsibility – Assets/Housing Depts.
24. Where development activity is co-ordinated in-house, procure, establish and manage technical project teams comprising of external consultants, external contractors and council staff to oversee the delivery of specific identified and agreed development schemes
25. Work with various internal partners, including the Council’s Housing Strategy Officer and the Council’s Housing Management service, to ensure that development schemes are well designed and constructed and meet the needs of end users.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the Housing Delivery Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council’s policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.