

# Project Director – Development

## Directorate – Development

Overview	
<b>Role Purpose</b>	Deliver high profile, high quality, complex developments.
<b>Responsible for</b>	<p>Managing teams from early concept stage through to completion.</p> <p>Provide project oversight throughout the lifetime of the project and manage viability through design development, planning and construction.</p> <p>Maximising development value through a commercial approach, minimising risks and delivering a suitable and quality product for the end user.</p> <p>Setting high standards in setting milestones, project monitoring, risk management issue logs and reporting.</p>
<b>Reports to</b>	Joint Venture Partnership Director
<b>Line management</b>	Project Manager/Project Officer
<b>Date</b>	June 2019

Role relationships	
Internal	Group Directors, Board, Development management team, client teams, Finance
External	Joint Venture partners, senior stakeholders (executives of LAs, GLA, national companies and large organisations, e.g. utilities) MPs, customers
<b>Pre construction</b> <ul style="list-style-type: none"> <li>• Lead cross functional internal and external teams to rationalise design and maximise scheme efficiencies and ensure a quality led approach.</li> <li>• Develop and manage comprehensive risk registers with robust mitigation strategies to minimise project risks. Where risks do materialise, take a proactive and commercial approach to resolve.</li> <li>• Prepare and manage capital budgets, revenue forecasts, cash flow forecasts, development programmes and other management tools.</li> <li>• Collaborate with Commercial Properties to deliver meanwhile uses and maximise value.</li> <li>• Provide strategic oversight for procurement and recommend and deliver appropriate procurement strategies for schemes considering risk and best value. Manage design development and the delivery of construction proposals.</li> <li>• Provide strategic input into sales and lettings marketing strategies and management strategies for your projects.</li> </ul>	



- Develop project business plan financial models with the Senior Appraisal Manager and JV / Development Partner where appropriate.
- Manage tenders for contractor and consultant appointments.
- Advise the Land and New Business teams through site acquisition to ensure that contract structure is deliverable.
- Manage projects through design development and Planning to ensure viability and deliverability.
- Lead on and manage land assembly to unlock project delivery.

#### **Project management / cost control**

- Act as the NHG strategic lead on the delivery of development projects with complex legal structures and various internal and external stakeholders so they deliver on time, to budget and to agreed quality standards.
- Chair quality review meetings with consultants and contractors.
- Project manage multiple aspects of construction delivery.
- Lead on proactive value management through design and delivery whilst maintaining a customer focussed approach and internal business requirements.
- Maximise development value against budget, drive timely construction and co-ordinate all internal and external parties. Have a strong focus on profit and commercial viability.
- Manage contractors and all consultants with a strong contractual and commercial approach so ensure a quality build that is delivered on time and to budget.
- Establish and manage numerous stakeholder and commercial relationships, including Local Authorities, GLA, internal clients, Developer and JV partners etc. and resolve issues in the interest of the project.
- Prepare bid and management reports including financial appraisals, monthly progress reports, cost reports and HCA and/or GLA Grant Forecasts. Prepare scheme design reports. Present to internal and external panels and committees.
- Manage legal and commercial agreements including development agreements, Joint Venture Agreements and S106 agreements.
- Undertake and manage financial appraisals on Pamwin, Argus or another development appraisal tool. Responsible for maintaining financial and other information in respect of projects. Report on project variances and act to minimise them.
- Lead the development of phasing, implementation and handover strategies to ensure successful delivery of the projects. Carry out options appraisals where appropriate.
- Review contractors programme and assess progress on site against cashflow forecasts and report on any variances / concerns.
- Lead responses to contractual claims from contractors and lead negotiations to settle commercial issues.
- Manage planning requirements, legal requirements, warranties and utilities and track the same through schedules.



- Create and maintain comprehensive project documentation in line with internal procedures and audit requirements.
- Report to Project Boards, action decisions and be accountable for project milestones.

**Post handover**

- Manage projects through defects liability period, attend defects meetings and end of defects inspections.

**General**

- Provide high quality reports to PAG, DAC, Folio Board, Group Board, JV Boards and others as requested.
- Present to internal and external panels and committees.
- Contribute to an agenda of continuous improvement for business operations and product development.
- Lead, manage and support your team in line with NHG's core management requirements in order to get the best out of your staff.
- At all times follow the financial regulations, policies and procedures at NHG.
- At all times follow NHG's Health and Safety policy and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

**How do you meet the role requirements?**

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

Role behaviours	
Customer focus	<ul style="list-style-type: none"> <li>• Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always.</li> <li>• Commercial awareness / VFM in everything people do</li> </ul>
Accountability and delivery	<ul style="list-style-type: none"> <li>• Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.</li> </ul>
Service improvement	<ul style="list-style-type: none"> <li>• Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.</li> </ul>



Communication and inclusion	<ul style="list-style-type: none"> <li>Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.</li> </ul>
Management	<ul style="list-style-type: none"> <li>Lead by example and with empathy, ensuring your team deliver on their promises; getting the best from your staff by offering them appropriate support, guidance, and development.</li> </ul>
<p>As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.</p>	

### Essential knowledge, experience and skills

Professional expertise (know how & experience)	<ul style="list-style-type: none"> <li>Experienced in delivering successful commercial outcomes from negotiations with developers, public bodies, consultants and contractors.</li> <li>Experience and commercial awareness of running large, multi phased mixed use development projects with multiple stakeholders.</li> <li>Comprehensive practical understanding of project management principles and risk analysis skills.</li> <li>Experienced in the management of the delivery of complex mixed use development with complex legal structures from land acquisition to completion and handover.</li> <li>Experience of high level stakeholder management</li> <li>Familiar with HCA and/or GLA funding and other requirements.</li> <li>Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors.</li> <li>Experienced in presenting to internal and external committees and preparing high quality written information for a range of stakeholders.</li> <li>Experience of effective and successful negotiations.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>IT skills – Outlook, Word, Excel, (to at least intermediate level); experience of working with Pamwin, Argus (or other financial appraisal tools).</li> </ul>
Qualifications and/or professional membership	<ul style="list-style-type: none"> <li>Relevant project management qualification (desirable)</li> </ul>

### Role requirements

DBS	<ul style="list-style-type: none"> <li>None</li> </ul>
Data and information processing	<ul style="list-style-type: none"> <li>Information/Data User (all staff)</li> </ul>





Careers  
at Notting Hill Genesis

Data protection role	
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