**Job title:** **Development Project Manager**

**Responsible to: Head of Care Home Development**

**Accountable to: Business Development Director**

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

Within the Property team of Residential Care Services, this role will ensure the effective delivery of a programme of new build of Care Homes to agreed standards, time and budget on a national basis. Projects values will vary greatly from £5m to £15m.

### Key Responsibilities

* Provide professional input and guidance to internal colleagues for each project from design and evaluation stage
* Instruct and manage as necessary Consultants at relevant project stages to deliver the project in line with business objects
* Manage contractors and supplier relationships and performance and ensure schemes are appropriately resourced to meet programmes
* Attendance at monthly progress meetings and design meetings as required as client representative
* Liaise with internal colleagues to ensure appropriate design freeze timescale are achieved and information relayed to contractors
* Communicate updates on progress and financial performance internally and externally
* Assist in developing the property team capabilities and performance to ensure structure is able to deliver programme effectively
* Manage and report on financial expenditure on a monthly basis to funders and monitoring surveyors
* Control payment to contractors by valuation of completed works and ensure paperwork is issued in appropriate timescale to meet funding requirements

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| **Name of postholder** |
| **Signature** |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  | * Full member of the RICS or CIOB * IOSH or equivalent |
| Experience | * Substantial experience in delivering project related services to a multi-site portfolio of new buildings * Experience exercising budgetary control with good understanding of financial management across Revenue, Capital expenditure * Experience of leading on projects and delegating, instructing and motivating others * Good working knowledge of industry legislation and industry guidelines | * Supplier and contract management experience * Experience of delivering customer service in / to a health care or social care provider |
| **Technical Skills** | * Sound understanding of building construction and M&E services * Good IT skills and ability to put to full use Microsoft Outlook, Word, Excel and Project * Good understanding of CAFM systems |  |
| **Personal Qualities** | * Self-motivated, flexible and enthusiastic approach to work * Ability to prioritise and manage competing requirements of customers * Excellent customer service skills resulting in the delivery of a proactive approach to stakeholder, client and customer management * Proactive approach to problem solving * Good understanding of H&S in relation to property and workplace matters * Build strong internal and external relationships with other key business units and stakeholders who are crucial to the successful fulfilment of this position * Ability to resolve property issues affecting operational performance in a timely and professional manner * Excellent interaction and communication skills to engage with others across the department, organisation and external third parties, taking ownership for the guidance, management and development of others within the department * Works collaboratively with others sharing ideas and information at all times * Effectively builds trust with a consistent approach between actions and words * Has the ability to raise standards through innovation and new ideas * Will take personal responsibility for issues and resolve them * Flexible and adaptable approach |  |