



ROLE MANIFESTO
Development Project
Manager
(Supported Housing)

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Job Title:	Development Project Manager
Reports to:	Development Director / Investments Director
Base:	£35-40,000 (TBD)
Working hours:	Flexible but 37.5 hours per week
Salary:	TBD
Start date:	ASAP

Benefits:

- 25 holiday days per year;
- Team social events and trips; Wellness allowance of £35 per month in Manchester; £70 in London;
- Private healthcare subsidised 50% by HSPG;
- Healthy snacks in the office (if office-based);
- Monthly supper clubs with Deliveroo provided;
- On-site parking (if Manchester-based); and
- Employee referral scheme.

Our Vision:

By April 2023, to grow Supported Housing into a £250m pa revenue UK and Ireland based Social Impact Real Estate business which acquires, refurbishes, leases and finances housing for investors, housing providers, Local Authorities and residents.

Core Mission of this Role:

Focus on supporting the investments and development team in appraising current and future investment/development opportunities. Subsequent delivery and project management of our acquisitions, to deliver high quality developments ensuring every bed space provided, regardless of the specification, is a home the care provider and service user can be proud of.

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Our Behaviours:

Rate against each behavior in the interview (+ = strong; +/- = unsure; - = unlikely).

 <p>SHOW ENTHUSIASM</p> <p>You're ambitious for yourself and the business: striving to drive your own career and the overall business mission forwards</p> <p>Get involved! Contribute to your department, don't just wait to be asked to do something. Ask questions, step up and immerse yourself</p> <p>Start interactions with enthusiasm, expecting a positive outcome</p> <p>This doesn't mean you have to be loud and shout about everything, but be positive and driven in your own personal way</p>	
 <p>CHALLENGE THE NORM</p> <p>Be 'big picture thinking' and eager to learn</p> <p>Never be afraid to ask a question</p> <p>Understand that a difficult conversation may be required to challenge the norm</p> <p>Listen hard and build on other people's ideas</p> <p>Love to be challenged as well as challenge</p>	
 <p>STRONG OPINIONS HELD LIGHTLY</p> <p>have confidence and conviction around your opinions</p> <p>Be prepared to change your opinion: focus on achieving a positive company outcome, not 'getting your own way'</p> <p>Be humble</p> <p>Balance your instinct with research and data</p> <p>Treat each failure as a learning opportunity</p> <p>Idea meritocracy across all relationships: you always have the right and the platform to question opinions.</p>	
 <p>OWN IT</p> <p>Do what you said you'd do</p> <p>Take responsibility for your own business within the business: understand how it impacts the wider mission</p> <p>Know when to ask for help</p> <p>Remember: you get out what you put in</p> <p>Act fast but with good judgement</p> <p>Always show a united front for HSPG: disagree privately</p>	
 <p>SUPPORT, NURTURE & RESPECT</p> <p>Treat everyone as you would expect to be treated</p> <p>Provide your team and peers with the tools and opportunities to grow and develop</p> <p>Recognise and celebrate each other's successes and have each other's backs</p> <p>Do the right thing, even when no-one is looking</p> <p>Take a broader interest in the people around you</p>	

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THE ROLE - OBSESS & EXCEL LIST

What does the person in this specific role need to Obsess over or Excel at in order to be very successful?

Obsess

1. Evaluating and managing RISK - find the holes!
2. Getting it right – and quickly!
3. Solving problems for ever - sticking plasters are the exception not the rule
4. Obsess about the pennies and the pounds (detail!).
5. Keeping up with a fast-paced environment and evolving situations.
6. Being realistic and communicating with logic

Rate against each of the above (+ = strong; +/- = unsure; - = unlikely). Please add helpful comments/notes/observations for others to refer to.

1.	2.	3.	4.	5.
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SPECIFIC SKILLS / QUALIFICATIONS

- Project Management, Construction Management or Building Surveying Degree qualification
- Experience in Project Managing and delivery of schemes.
- Experience in administering JCT Contracts.
- Experience of working in a team and working with Clients, Consultants and Key Stakeholders.

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Outcomes

What is the expected outcome of their contribution, of the promise they are making to you? How will you know if they achieved the outcome?

Ratings: + = likely to succeed; +/- = unsure; - = unlikely to succeed

Outcomes	Metrics	Ratings
<p>0-3 months</p> <ol style="list-style-type: none"> 1. Understand processes 2. Understand viability of development. 3. Understand key aspects of development works relevant to lease lengths 4. Liaising with providers and contractors to attend independent site visits 	<p>0-3 months</p> <ol style="list-style-type: none"> 1. Review process and requirements with Investments and Dev team 2. Appraise a scheme and present a development appraisal 3. Create a schedule of works independently for review 4. Provided autonomy to build relationships and manage their own diary 	
<p>3-6 months</p> <ol style="list-style-type: none"> 1. Build productive working relationships with contractors, care providers and team members 2. Write documents with guidance from Development team 3. Review costs from contractors and complete new appraisal costings 4. Attend sites and manage on site works with guidance from Development team 	<p>3-6 months</p> <ol style="list-style-type: none"> 1. Takes instructions and becomes a seamless fit into the team. 2. Demonstrate independent capability to present information to the directors 3. Manage costs independently on allocated sites and show understanding in costing appraisals 4. Manage works and report into Directors. 	
<p>12+ months</p> <ol style="list-style-type: none"> 1. Strong relationships formed with internal and external partners 2. Independent document writing and presentation 3. Appraise incoming cost estimates invoices and complete appraisal costings 4. Run on site activities autonomously 	<p>12+ months</p> <ol style="list-style-type: none"> 1. Works proactively and seeks out improvements in process and new opportunities for the business 2. Competent in producing documentation of a high standard to be used in appraisals and for discussion with directors 3. Able to competently and independently price incoming appraisals and manage costs autonomously on sites from start to finish 4. Take new sites from investment appraisal stage and deliver through to on site completion and handover 	

Additional comments / notes:

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FINAL CHECK – do they:

GET IT – understand the role and what it entails?

Yes	No	Maybe	Comments

WANT IT – based on the right package, are they excited to do this?

Yes	No	Maybe	Comments

HAVE THE CAPACITY – in the context of other work and life commitments (or other factors), do you think they are able to fulfil the potential of this role?

Yes	No	Maybe	Comments

Additional comments / notes: