

<b>Job Title:</b>	<b>Development Manager</b>
<b>Responsible to:</b>	<b>Senior Development Manager</b>

**Purpose, Vision and Values and what that means for your role.**

**Our Purpose:**

*Empowering people is our purpose. We work together by guiding, teaching, and mutual support, cultivating knowledge and confidence to overcome challenge and seize opportunities. By uplifting each other, we extend this empowerment to our customers and communities, contributing to the well-being of the broader society we serve.*

*In your role, you actively contribute to our purpose by...*

*Through the analysis and translation of financial data it will allow information to be easily understood and fit for use by the business. Following this, you will also empower all colleagues across Magenta Living by improving their understanding of financial data. Within your role you will be expected to develop the service provided to budget holders promoting good financial and business management, accountability, efficiency and value for money across Magenta Living.*

**Our Vision:**

*Opening doors is all about creating opportunities and eliminating barriers.*

*Your role is a key to opening these doors, and realising our vision by...*

*Building trust with our internal and external customers through producing analysis to support quarterly forecasting and commentary. It is possible to build trust by producing monthly journals required to ensure the Income and Expenditure is accurately reflected and costs align with budgets/forecasts. This approach of supporting the development of budgeting/forecasting and a business planning system builds the trust in automation with increased self-service capabilities for budget holders.*

**Our Values:**

*'Doing the right thing' is the thread that weaves our actions, decision-making, and connections. Making choices that align with our purpose, vision, and values, and ensuring everyone feels safe and supported.*

*In your role, you are empowered to do the right thing by...*

*Taking an evidence-based approach, remaining inquisitive and reviewing situations holistically, we should always arrive at the correct outcome. This also ensures that our customers receive a consistent service and that they can ask for issues to be reviewed with the confidence that this will be done in a fair and considered way. By considering every element of an issue, you will also have an opportunity to protect the interests of the business and to contribute to a culture of continuous improvement.*

## What we need from you!

### Summary of the Job:

As a Development Manager you will be responsible for assisting in the delivery of the Development Programme to meet Magenta's strategic ambitions. Key functions of the role include supporting the pipeline by progressing development opportunities through to contract, project management of development sites to deliver new quality homes within timescale and budget, maintaining compliant scheme files and effective communication with colleagues and key stakeholders.

### Skills & Abilities:

- Project Manage new build developments from contract through to completion and beyond. This includes effective cashflow management using Sequel, excellent communication with the Project Team, and ensuring the homes meet the quality standards set out in Magenta Living's Design and Technical Specification.
- Attend site meetings, handovers and other project and scheme design team meetings.
- Work with the Clerk of Works to ensure robust supervision of sites and quality assurance of Magenta Living's developments.
- Ensure that all projects are completed to agreed time scales, budget, quality and criteria, and all monitoring information (e.g. Sequel cashflow, Homes England IMS and Scheme audit files) is kept up to date.
- Maintain accurate cashflows for each project. Report variances to the Head of Development and Finance Business Partner.
- Assess development risks for each project and maintain up to date risk registers.
- Support the Land and Planning Manager and Senior Development Managers with progressing new business opportunities by undertaking appraisals on Proval, negotiating purchases and progressing legals through to contract.
- Manage the procurement of consultants and contractors in line with Magenta Living's internal procedures and current statutory regulation and legislation, where applicable.
- Ensure maintenance of a scheme folder including key documents and Homes England scheme compliant file in accordance with the Capital Funding Guide and Magenta Living's development policies and procedures.
- Maintain a close working relationship with other internal teams such as Sales, Procurement, Neighbourhood Management, Allocations, Service Charge Teams, Finance, Asset Management, Property Care and Compliance Teams.
- Co-ordinate defects for inspection between the customer and contractor
- Prepare regular updates on progress of on site development projects to the Senior Development Manager and Head of Development.
- Maintain and develop existing links with local authorities and other stakeholder partners.
- Attend out-of-hours community, resident association, planning and Magenta Living meetings as and when are required.
- Contribute to the Development Team's annual Service Action Plan, its monitoring and its review.
- Undertake reviews of contractors, consultants and schemes and feedback performance to the Head of Development.
- Contribute to the ongoing development and review of Magenta Living's development policies and procedures, design and technical specification and framework management.
- Promote sustainability and energy efficiency within development opportunities.
- Maintain an awareness of local housing and community needs and development opportunities.
- To carry out any other duties appropriate to this post, as necessary or as requested.

## **Qualifications:**

- Relevant degree/ professional qualification desirable

## **Experience:**

### **Essential:**

- Proven track record of delivering new build developments for a Housing Association across a variety of tenures.
- Experience of project managing sites through contractor insolvencies, protecting the organisations risk exposure and re-mobilising the site.
- Experience of supporting a team to deliver results
- Experience of using Proval and Sequel
- Understanding of Homes England and the Capital Funding Guide
- Experience of working within a prescribed framework and the ability to think creatively to resolve complex problems
- Excellent communication skills, both written and verbal
- Good organisation skills and proven ability in prioritising workloads
- Ability to work with other teams to ensure delivery of wider corporate goals
- Able to concentrate and work accurately under pressure and to deadlines
- Excellent IT Skills and experience of financial appraisal and management systems
- Ability to generate own workload and move things forward with a “can do” attitude to problem solving
- Undertake relevant training to keep up to date
- Excellent communication skills, both written and verbal
- The ability to communicate complex issues clearly and concisely to varying levels of colleagues, both written and verbal

### **Desirable:**

- Experience of using Home England Investment Management System
- Experience of delivering Specialist Housing.

You must have access to a vehicle and hold a valid UK driving licence.