

# SENTINEL HOUSING ASSOCIATION

## JOB DESCRIPTION

**Job Title:** Regeneration Project Manager

**Department:** Regeneration Team

**Grade:** B

### **Main Purpose of Job**

To deliver elements of Sentinel's regeneration programme, under the direction of the Regeneration Manager. You will play a key role in delivering regeneration to our deprived estates and provide high quality affordable housing for residents to live in.

### **Position in Organisation**

Job Title of immediate Supervisor: Regeneration Manager

	Staff
Direct Reports	0
Total Managed	0

### **Main Responsibilities and Duties**

The post holder will take full responsibility for any projects allocated by the Regeneration Manager from pre-acquisition stage through to end of defects, ensuring risks are managed and projects are delivered successfully. The post holder will support the Regeneration Manager in delivering the regeneration programme and present a highly professional face to external organisations, including local authorities, developers and contractors. The post holder will ensure that all project specific and general risks associated with projects are managed effectively and advised to management promptly, explaining what actions are being taken to address the risks identified.

### **Project Delivery**

- Work with the Regeneration Manager to ensure a consistency of approach to the management of financial, risks to Sentinel's regeneration programme, reputation and provision of high quality developments.
- Liaise effectively on regeneration projects with colleagues and external stakeholders, especially the local authority, to ensure that the housing need proposed by the development is delivered and the scheme meets the expected local solutions it aimed to address.
- Deliver existing and new regeneration housing schemes and initiatives as part of our Corporate Plan in conjunction with the Regeneration Manager and Assistant Director.
- Undertake liaison & consultation with parish councils, residents groups, project specific groups and local planning authorities as required to discuss, agree and implement proposals.

- Maintain an effective knowledge base of funding sources for development initiatives.

**Risk management**

- Ensure that projects are soundly established in terms of financial assessment, governance, legal structures, risk management, evaluation and monitoring systems, and exit strategies prior to project delivery.
- Ensure schemes meet all appropriate internal and external requirements, adhering to procedures and funding conditions.
- Ensure that accurate scheme and audit files are prepared and maintained for every scheme in compliance with the appropriate scheme filing index.
- Ensure that risk assessments are updated for all schemes and that progress reports are made to the Investment Panel.
- Ensure that any matters of concern or significant risk to the project’s successful completion within the Board’s scheme approval are highlighted to the Regeneration Manager with any appropriate mitigation/considerations.

**Project management**

- Ensure delivery of the schemes to agreed time, budget and quality. Ensure clarity of roles and objectives amongst all project partners.
- Carry out effective briefing and co-ordinating of consultants and contractors or developers, ensuring the successful implementation of each project. Ensure the maintenance of high performance through these relationships.
- Regularly produce and present reports on the scope, scale and performance of the development schemes.
- Ensure effective communications and matrix working across the Team and with internal colleagues and promote a collaborative working culture.
- Establish clear lines of communication and effective monitoring arrangements with consultants, contractors and other agents working on behalf of the organisation.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs and the responsibility of the position.

Signature ..... Date .....  
 Job Holder

**Regeneration Project Manager  
PERSON SPECIFICATION**

Category	Requirements	Essential/ Desirable (E/D)	How determined: Form/Interview/Ref/ Assessment
<b>Qualifications</b>	<p>Good standard of education</p> <p>Appropriate professional qualification (HNC or similar sector related)</p> <p>Part qualified RICS (or other relevant professional body)</p> <p>Good IT skills, including Word, Excel, Outlook and bespoke packages, including financial appraisals and/or project management software.</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p>	<p>Form/References</p> <p>Application/ Assessment</p> <p>Application/ Assessment</p> <p>Application/ Assessment</p>
<b>Experience</b>	<p>Proven experience in private sector or social housing development work</p> <p>Sound track record in housing development, including planning, land buying, contract procurement, legal issues and financial management</p> <p>Knowledge &amp; understanding of construction techniques, project management, programming, financial management and delivery, in accordance with targets, policies and procedures</p> <p>Knowledge and understanding of Health and Safety legislation</p> <p>Experience of working in a customer focussed environment</p> <p>Partnership working between voluntary, public and private sectors</p> <p>Experience of working in a professional capacity using a range of development skills within a community context.</p> <p>Track record of delivering development projects through own initiative and leadership</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Form/Interview</p> <p>Form/Interview/ Assessment</p> <p>Interview/ Assessment</p> <p>Form/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

Category	Requirements	Essential/ Desirable (E/D)	How determined: Form/Interview/Ref/ Assessment
Skills/Abilities	Ability to communicate on a broad range of levels: <ul style="list-style-type: none"> <li>• One to one</li> <li>• Groups – community/professional agencies</li> <li>• Written reports</li> </ul>	E	Application/Interview
	Sensitivity and awareness of local political issues and relationships	E	Interview
	Ability to work as part of a wider development team	E	Application/Interview
	Problem solving	E	Interview/References
	Ability to organise and prioritise own workload	E	Application/Interview
	Good negotiating and influencing skills in order to negotiate complex project issues and comprehend the key dynamics of large projects	E	Application/ Assessment
	Budget preparation and control and understanding of financial information	E	Application/ Assessment
	Good attention to detail	E	Assessment
	Assessment and management of risks on complex projects and understanding of critical factors that should be escalated to management	E	Application/ Interview
Personal Qualities	Ability to work under pressure.	E	Interview/ Assessment/ References
	Organised and methodical	E	Interview/ Assessment
	Lateral thinker, to understand the shifts and changes in the housing market, its relevance for the Association, and translation into operational practice	E	Interview/ Assessment
	Team player, able to work with immediate colleagues as well as the wider organisation and partners	E	Interview/ Assessment
<b>Circumstances</b>			

Category	Requirements	Essential/ Desirable (E/D)	How determined: Form/Interview/Ref/ Assessment
	<p>Attendance at Board meetings, Committees, Working Parties, Residents meetings and external meetings outside normal office hours</p> <p>Smart and presentable appearance at all times.</p> <p>Must be a car driver and have a vehicle available for work.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview/Form</p>