



Job profile

Development project manager



We know we have a serious shortage of housing in this country – we need at least 200,000 extra homes each year and as many as 250,000 to tackle the backlog of unmet need. We are currently seeing a net increase of around 170,000 homes per year so there is still some way to go.

Homelessness and rough sleeping are increasing, families are facing long stays in temporary accommodation and bed and breakfast, and it is becoming harder and harder for people to find a home they can afford to rent or buy.

In this context, a job that helps to increase the number of new homes can be very satisfying. Housing associations are the main providers of new affordable homes and many have quite big development teams. Councils and arms length management organisations are also building new homes and of course, private developers will be doing so too.

What might a development project manager job involve?

There will be some variations between organisations but a development project manager role is likely to involve the following duties:

- Managing and monitoring projects making sure they are delivered on time and that progress is inspected to monitor quality standards and compliance with contract documents
- Undertaking technical appraisals of schemes, including analysis of project drawings, contract documents etc., to ensure compliance with the relevant specification and standards
- Liaising with external solicitors relating to purchase of land or buildings including the necessary section agreements, easements, and other legal documents applicable to each scheme to ensure project delivery
- Liaising with internal staff, external consultants and authorities to co-ordinate and participate in design team meetings, pre-contract meetings and site meetings
- Liaising with consultants on contract variations during the contract period
- Authorising payments and monitoring individual scheme budgets using relevant ICT systems
- Inspecting completed works and/or supervising inspections
- Organising handovers of completed properties and ensuring all information is passed to housing, sales and development administrative staff
- Ensuring that defect inspections are carried out at an appropriate time, with defects being remedied within the required period. Effectively assisting other development staff in ensuring that reported defects are attended to
- Providing relevant information to allow HCA grant claims to be made
- Assisting with establishing and maintaining partnerships with local authorities, developers and other organisations

What qualifications are you likely to need?

Most organisations will look for someone who has been educated to degree standard and/or holds a relevant professional qualification. Most importantly, organisations look for someone with at least two years' experience in the sector – particularly in a development capacity.

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What skills and experience might you need to do the job?

- Experience in the development sector
- The ability to monitor and control budgets
- Experience of working in partnership with colleagues and external organisations at an operational level
- Experience of communicating with a wide range of people
- The ability to solve problems
- Innovate and creative
- Uses initiative
- Good negotiation skills
- Be numerate and literate
- Excellent organisational skills
- Able to work flexibly across different geographies and travel to sites
- Self-reliant and able to work independently, with minimal supervision

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