



Assistant Development Project Manager

Level:	Grade 6
Team:	Development
Line manager:	Development Manager (Delivery)
Responsible for:	None

About the job

- Support Development Project Managers in the delivery of multiple new build projects on time, to budget, and to the requisite quality standards and specification.
- Support continuous service delivery and business continuity by acting for Development Project Managers as required, including as Client representative where applicable.
- Directly lead on several smaller new build projects, under the direction of the Development Manager – Delivery.
- Contribute to service improvement efforts, including through delivery of ad-hoc projects.

You'll be trusted to

- Work on a range of new build project types, supporting Development Project Managers, including land-led schemes, package deals, and acquisitions.
- Project manage several small-scale new build schemes, which may utilise external grant funding.
- Act for Development Project Managers as required, including as Client representative and taking temporary lead of projects during periods of planned and unplanned absence.
- Contribute to the evolution of new build projects, which can include inputting into design, specification, supervising planning applications, and co-ordinating and liaising with relevant internal and external stakeholders.
- Take ownership and responsibility for allocated new build projects, ensuring all required actions and activities are undertaken diligently, effectively, and in line with required timescales, and that risks are managed and mitigated.
- Accurately forecast scheme delivery, having an awareness of critical milestones and internal and external reporting requirements, ensuring that internal colleagues are informed regularly of scheme progress and relevant matters.
- Monitor, review and manage approved project budgets ensuring compliance with approvals, financial regulations, agreed targets, and the requirements of Homes England and/or other funding bodies.

- When required, assist with the procurement of suitable Contractors and consultants, ensuring compliance with procurement rules.
- Manage the flow of information including collating/fulfilling requests for information, maintaining all relevant project documentation including, for example, risk and lessons learnt logs, to ensure effective delivery of current and future projects, and undertake post scheme reviews.
- Commit to improving your knowledge of the public service and construction sectors, including changes to legislation, regulations, and policy requirements.
- Consider ways service delivery can be improved, support and make recommendations to the Development Manager – Delivery, and lead on service improvement projects.
- Carry out any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

Who you'll work with

Internal: Vico Homes colleagues at all levels

External: Developers, contractors and sub-contractors, Employer's Agents and other appointed professional services, solicitor's, tenants and shared owners, Local Authorities and statutory service providers.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 4 of the Qualifications and Credit Framework, such as HNC, Award, Certificate, or Diploma at Level 4 or equivalent.	✓		AF/CQ
Experience in project management	✓		AF/I
Understanding of budgetary management, particularly relating to project delivery	✓		AF/I
Understanding of contract management, particularly relating to project delivery	✓		AF/I
Understanding of risk management, particularly relating to project delivery	✓		AF/I
Experience of, and demonstrable success in delivering to performance targets and deadlines	✓		AF/I
Knowledge of public sector service delivery and objectives, and of the housing regulatory framework	✓		AF/I
Committed to achieving the best outcomes for our stakeholders and customers: quality, best value, and best practice	✓		AF/I
Understanding of the planning system and Building Regulations	✓		AF/I
Good time management and organisational skills	✓		AF/I
Ability to manage several priorities and workstreams at the same time	✓		AF/I
Self-motivated and able to respond effectively when under pressure to meet appropriate deadlines in a performance-orientated culture	✓		AF/I
Excellent communicator, with the ability to engage effectively with both internal and external stakeholders	✓		AF/I
A confident, independent, and effective decision maker	✓		AF/I
Flexible and adaptable in approach to address service challenges	✓		AF/I
Knowledge and practical experience of using IT as analytical and management tools	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis	✓		AF/I
A flexible approach to hours of work, including occasional working outside of normal office hours.	✓		AF/I
Experience in the delivery of new homes		✓	AF/I
Experience in the use of SDS ProVal and Sequel		✓	AF/I
Nationally recognised project management qualification, such as PRINCE2, APM PMQ, PMI PMP		✓	AF/QC
Formal accreditation in Contract Management		✓	AF/QC

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification