



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Senior Development Project Manager
Service	Commercial Property (Resources & Assets Directorate)
Team	Development
Location	Civic Offices, Wokingham / SMART working
Reports to	Head of Development - Commercial Property
Responsible for	Direct line management responsibility for 3 or 2 FTE (3 or 2 head count). To manage a service that delivers a multi-faceted programme with capital expenditure and be responsible for ensuring the appropriate systems are in place to monitor and manage progress and spend.
Grade	SM1
Contract Type	Permanent & Full time
Hours	37

Main Accountabilities	
1.	To play an active role in supporting the Heads of Service and Senior Management Team of the Service, representing the Service in wider corporate discussions and initiatives. And maintaining and developing relationships with CLT and politicians, to further the work of the Service and contribute to corporate life.
2.	To manage a team of Development Project Managers (development and construction specialists), who manage complex capital projects, and overseeing the management and delivery of the most complex projects
3.	To oversee the management and delivery of development proposals from inception to planning consent, ensuring the incorporation of wider corporate objectives in each project.
4.	To provide effective project management for the Council's Capital Programme construction projects and work streams, ensuring the delivery of desired outcomes within specified cost, risk, time constraints, service client satisfaction, and in line with the Council's procurement rules and regulations.
5.	For individual Capital projects: • Produce and maintain project documents. • Follow corporate project management guidance. • Define resource requirements. • Administer project processes and meetings. • Consult on and produce project plans and timescales.





	- Identify key outputs and milestones. - Report project progress to the Project Sponsor and Project Boards. - Monitor and report on project spending. - Manage stakeholder relationships. - Develop and deliver communications plans. - Record and track expected project benefits. - Manage and report on project risks and issues. - Perform a quality assurance role during and after project delivery, capturing lessons learned and ensuring adherence to relevant processes. - Maintain records of applied funding streams, monitor and report on expenditure against budgets to funders and internally. Provide excellent customer service by responding to information and advice requests promptly, both externally and internally
6.	To support and work with Planning and Development Manager with the identification, feasibility testing and viability appraisals of proposals for new development opportunities on council-owned land, open market land and other public sector sites.
7.	To liaise with other Council departments to ensure wider corporate objectives and service improvements are incorporated into property and development proposals.
8.	To manage the Council's capital funds in relation to the delivery of regeneration and property projects to ensure delivery of key corporate priorities and objectives
9.	To oversee the appointment and management of external consultants and contractors on spatial planning, property, highway, construction and other commissions which contribute to the planning, appraisal and delivery of development sites.
10.	To ensure all development proposals represent value for money and the optimum use of Council resources through on-going financial appraisal, assessment and production of robust business cases.
11.	To oversee and manage the delivery of the Council's Capital Programme construction projects, to time, budget and service client satisfaction, and in line with the Council's procurement rules and regulations
12.	To represent the Council as client for the delivery of regeneration, housing and commercial property projects, ensuring projects are delivered to budget, agreed timescales and meet the Council's priorities and policies.
13.	To effectively communicate with the local planning authority, politicians, stakeholders, funders and tenants on all planning and communication matters across the strategic property and commercial assets portfolio.
14.	To lead and develop the Development specialism across the organisation including mentoring staff in order to improve delivery of the specialism and support career development
15.	To undertake performance appraisal and staff development for the Development Project Managers (direct reports)
16.	To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.

Person Specification	Essential	Desirable
Education/Qualifications	Degree-level, equivalent relevant professional qualifications or expertise	Management qualification/ Project Management qualification or working towards
Experience	Evidence of continuous personal and professional development	Membership of relevant professional body





	Experience of successfully resolving complex project issues that require an element of judgement and consensus. Experience of identifying, developing and delivering opportunities for improving the service. Experience of managing projects to successful outcomes. Experience of supporting the development and delivery of policies and strategies,	Experience of championing others' ideas and obtaining commitment to allow them to be delivered. Experience of effectively leading a group of professional staff.
Skills/Knowledge	Strong construction project management background, either in the private or public sector. Good IT skills including office software such as Microsoft 365, SharePoint, Teams Word, Outlook, PowerPoint and Excel. Well-developed written and verbal communication skills. Able to develop, lead and deliver effective strategies/projects. Presentation skills, able to engage an audience. Effective strategy and report writing skills, able to make recommendations for decision making. Extensive working knowledge of the political landscape, legislative frameworks and regional and national drivers surrounding the area of development specialism.	Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential Demonstration of applying project management principles in complex real-life scenarios.
Behaviours/Attributes	Ability to actively listen in order to extract and assess the important information, ask pertinent questions in order to seek clarification. Able to interrogate & analyse data and information. Well-developed negotiating and influencing skills and robustly promote/defend a policy recommendation and the Council's position.	

Purpose Details	
Service Purpose	The purpose of the Commercial Property service is to professionally manage the Council's property assets, ensuring we have a fit-for-purpose portfolio which meets the Council's strategic objectives and service & customer needs and delivers Value for Money. The key objectives of the Service are:





	1. To be the central corporate resource responsible for the management of all Council property assets, utilising the Corporate Landlord Model 2. To manage and develop a multi-functional portfolio of assets which meets our statutory landlord obligations and statutory service needs and strategic outcomes, including working towards carbon neutrality 3. Ensuring the property portfolio achieves Value for Money, by generating a positive financial return and/or by reducing the financial burden of maintaining the property portfolio Ensure the service has the key skills and resources, including data intelligence, to meet identified needs
Role Purpose	The Senior Development Project Manager is responsible for managing the delivery of both WBC service and commercial development opportunities from masterplanning and viability to implementation and delivery, utilising expert project management skills to work with multi-discipline teams and across Council departments and engaging with internal and external stakeholders. The role also contributes to the Head of Service and senior leadership of the service and the organisation to deliver the Council's outcomes for its residents, customers and clients. The Senior Development Project Manager has the day-to-day responsibility for the management of projects from identification of suitable sites, financial appraisal and managing the legal aspects of the project (& contracts) from planning permission through to practical completion on site. Managing handovers and the defects liability period. Projects will be complex, high value (from £1m -£120m) with risk. The Senior Development Project Manager is responsible for line managing up to 3 Development Project Managers, providing advice, coaching and support to these roles.

Supervision and Relationships	
Supervision Received	This post reports to the Head of Development – Commercial Property. Supervision is via regular 1:1 sessions and management meetings. Supervision for general guidance.
Supervision Given	Direct line management responsibility for up to 3 FTE (3 head count). Supervision is via regular 1:1 sessions and management meetings.
Contacts	This role reports to various project Boards. The post holder has a key role in facilitating and maintaining constructive relationships with consultants and contractors.

Resources/Budget Management





3 or 2 FTE employees (3 or 2 headcount).

Several teams of consultants and contractors managed at any one time (averaging 5 per project, 25 – 50 appointments overall), with between 5-10 projects managed at any one time - either at feasibility stage, design, on-site or in defects.

Managing Capital budget expenditure at any one time, managing the delivery of capital expenditure across the team of direct reports.

Special Requirements

Politically Restricted

Must have ability to undertake site visits in a range of locations across the Borough.

Out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager

No DBS check required

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	Occasionally - PPE will be provided for site visits
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	Yes
Hand Arm Vibration	No
Lone Working	Yes
Healthcare/Social Contact with Patients	No
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	No
Specialised Medical Screening	No





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Night Working	Occasionally - attendance to some out of hours meetings may be required
Safety Critical Work	No

Nature of the Role	Details
Healthcare or Hospital Work	No
Working with Children (under 18)	No
Working with Elderly/Vulnerable Adults	No
Work Environment Details	Civic Offices, Wokingham / Hybrid working / Visits to construction sites & Council Assets

Role Involvement	Details
Working with Children	No
Working with Vulnerable Adults	No
Both of the Above	No
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	No
Both of the Above	No
None of the Above	Yes

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks





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Evaluation Declaration

Date of Evaluation:	04/01/24
Evaluated by:	Katie Meakin, Head of Development

