

RECRUITMENT PACK

Project Manager

circa £56,000 per annum

subject to skills and experience

Who are we?

B3Living stands for...

1. Better homes
2. Better communities
3. Better business

We're a local housing association.

We create better futures for those priced out of the housing market by renting or selling affordable homes to more than 12,000 local people and providing supportive services in partnership with our community so our customers can live comfortably in their homes.

We also offer a set of services designed to help our customers live comfortably in their homes – we keep our buildings and estates maintained, we offer support when money becomes an issue or when people get older.

Our mission is to make a sustainable, positive change to housing provision for our customers and our communities.



Apply today by
sending your CV
and supporting statement
addressing your suitability to
the role to jobs@b3living.org.uk
and complete our diversity monitoring form at:
www.surveymonkey.com/r/B3LivingRecruitment

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Dear candidate,

Welcome to B3Living!

This is a fantastic opportunity to work at B3Living as a Project Manager in our Development team. You will be joining a high performing department and organisation in a focused geographical area within Hertfordshire and West Essex.

We have delivered over 430 new homes over the last 3 years with high customer satisfaction rates, a sector leading empty homes standard, excellent energy efficiency and exceptionally strong links with our key partners in the areas where we work.

There is always more that can be done though and in order to help deliver over 400 new homes within our next corporate strategy, we are looking for an experienced project manager who can continue to help deliver and strive for excellence. Someone who can work as part of a team and who is focused on delivering quality, sustainable new homes to budget and on programme.

We are looking for an individual with a track record in project managing new build development schemes. We expect you to have excellent interpersonal skills and the ability to play a key role in delivering our development programme.

I really hope this role is of interest to you and I am happy to have an informal chat if you think you could be that person!

Good luck with your application!

Jon



Jon Hayden, Executive Director (Development)
jon.hayden@b3living.org.uk



Our values

B3Living has five organisational values that we apply to all that we do.

Our 'one team' value is particularly strong, and we frequently receive feedback on how helpful and welcoming everyone is.



Personalised and **INCLUSIVE** service



Our Customer Ethos

We care about how we work with customers and the entire organisation has signed up to these principles.

Our Customer Ethos describes how we deliver customer service, be it internal or external.

**Executive
Director
(Development)**

**Head of
Development**

**Development
Administrator**

**Land and New
Business Manager**

**Senior Project
Manager**

**Development
Programme
Coordinator**

Project Manager

Project Manager

Why this job matters

Reporting to the Senior Project Manager, you'll project manage the design, procurement and construction of mixed tenure development schemes.

Producing attractive, sustainable homes ensuring adherence to B3Livings procedures, design and quality standards, specification, budget costs and agreed programme.

Role title

Project Manager

Responsible to

Senior Project Manager

Department

Development

What you'll be doing

- Take responsibility for project management on a number of identified and approved schemes from pre contract period through to the construction phase and post contract phase.
- Ensure scheme cost, quality and programme are monitored and maintained via regular performance reviews using Sequel, risk assessments and programme management tools.
- Work as part of the Development Team, liaising with contractors, employer's agents, clerk of works (CoW), architects, solicitors and other consultants to ensure the timely delivery of all construction projects to a high standard of workmanship, within budget, and to regulatory and legislative requirements.
- Work closely with operational departments to produce affordable housing to the agreed price and quality and ensure all relevant scheme information is disseminated in a timely manner in line with the Development Procedures.
- Along with CoW, set the standard for snagging building works prior to handover, undertaking post-inspection of remedied works, signing off works as completed and accepting handover from the contractor.
- Be responsible for the provision of accurate and timely Outturn Reports to enable the performance and impact of schemes to be monitored.
- Provide accurate and impactful presentations and reports for Exec, Investment and Development Committee, B3Living Board and Everlea Board as required.
- Arrange and carry out end of defects inspections with the resident and contractor, monitor the defect rectification process and authorise the release of retention payments.
- Manage and suitably resolve customer Complaints as and when they arise in line with B3Living policies and procedures, maintaining the highest possible levels of customer service.
- Support the Senior Project Manager in the regular review and revision of development procedures to ensure B3Living accords with the requirements of the Regulator and industry expectations.
- Communicate with stakeholders internally and externally in an appropriate manner.
- As and when required, be involved in land acquisition and associated due diligence functions.
- Assist in the production of initial scheme briefs for new projects.
- Assist in specification gap analysis pre contract and request specific product information and cost variations as required.
- Review specification pre and post construction to inform ongoing amendments to B3Living's employer's requirements documentation.
- Tender and appoint consultants and contractors via the relevant frameworks and tender process.
- Review, appraise and negotiate the amendment of contractor's proposals to comply with B3Livings requirements.
- Attend site meetings pre, post and during construction.
- Liaise with the employer's agent (EA) for the issue of site instructions or change requests, subject to form of contract (as necessary) ensuring completion of the scheme variation approval form.



Our Ways of Working

We have a set of behaviours, or ways of working, that are important to us at B3Living. They set the bar for what we're looking for from each other to make this a great, inclusive place to work.

Working together

Ours is a collaborative environment, where all opinions matter, people are valued for their difference and everyone is treated with dignity and respect.

Embracing change

Change at work is inevitable. We see it as an opportunity to innovate and make improvements that benefit our customers.

Achieving impact

Getting the best outcomes for our customers means we take ownership in what we do and how we work and know how we all help to create better futures.

Managing and developing myself and others

We grow and improve in our roles and are encouraged to find ways to continuously expand our skills and experience.

What you'll need

You will demonstrate our 'one team' approach and values. In addition, due to the nature of this role, you will be required to undertake a DBS check, hold a valid driving license and have access to a car.

Experience

- Project management delivery track record.
- A comprehensive knowledge of traditional and modern construction methods and a good general knowledge of construction and building maintenance.
- Experience in monitoring and assessing construction work in progress.
- Understanding of complex financial and budget management.

Skills and knowledge

- Proficient in the use of information technology.
- Ability to use Proval or similar financial scheme appraisal software.
- Ability to use Sequel and or other cashflow management software.
- Strategic thinking and planning skills.
- Excellent verbal and written skills.
- Commercial awareness.
- Negotiation skills.
- Knowledge of JCT, PPC and other standard building contracts.
- Ability to identify health and safety breaches and confidence to challenge where necessary.
- Flexibility in managing varying workloads.
- Must be able to work on own initiative with self-management as well as working as part of a team.
- Analytical skills to interpret complex data.
- Commitment to customer service and complaints handling.



Perks and benefits

Life's a bigger picture. Time with families, friends, or pets (!) matters to all of us. Our broad benefits package offers something for everyone, and our colleagues say this means a lot to them. Here is a summary of some of the perks of being in the B3Living team:



Work-life balance

It can be challenging balancing a busy job with commitments at home. That's why we offer a range of benefits to help you strike an effective work-life balance. These include:

- 27 days annual leave
- Ability to buy and sell leave
- Special leave, eg compassionate and emergency leave
- Flexible and hybrid working
- Extra-statutory family leave and pay
- Volunteer leave

Personal and professional development

There are lots of things we do to support and encourage colleagues to fulfil their potential. These include:

- Leadership and management development programmes
- Access to training, workshops and e-learning
- Coaching
- Mentoring opportunities
- Professional membership subscriptions
- Sponsorship for professional qualifications relevant to your job



Health and wellbeing

Nothing is more important to us than your health and wellbeing. We've introduced a range of initiatives aimed at promoting wellbeing and support for when things get tough:

- Subsidised private medical insurance
- A health cash plan
- Generous sick pay
- Fertility leave
- Employee assistance programme
- Occupational health support
- Wellbeing webinars on a range of topics
- Menopause policy
- Paid leave for medical appointments
- Discounted gym membership
- Bereavement and funeral support



Financial

In today's climate, financial security and wellbeing is really important. We offer:

- A generous pension scheme with up to 12% matched employer contributions and the option of salary sacrifice
- Low interest car and bike loans
- A cycle to work scheme
- Life assurance (three times salary)
- Discount vouchers
- A cross-organisational bonus scheme
- Instant financial recognition
- Annual values-based financial awards



And we're in the process of introducing an electric lease car salary sacrifice scheme, which supports our sustainability work.



Key details

Key information

Location

The head office is based at Scania House, 17 Amwell Street, Hoddesdon, Broxbourne, although we are currently looking to move office within the same area. Occasional travel is expected in line with the requirements of the role.

Hours of work

The organisation keeps the typical office hours from Monday to Friday.

However, flexibility is expected in fulfilling role requirements. We do offer hybrid working but would expect you to be in the office a minimum of three days per week.

Key dates and recruitment process

Closing date:

Noon Friday 18 October 2024.

Interview

Tuesday 29 October 2024.

There will be an assessment and a presentation.

Please indicate on your application if you require any adjustments to be made for you at the interview.

If you would like an informal chat about B3Living or the role, please contact Jon Hayden, Executive Director (Development) at: jon.hayden@b3living.org.uk or on 07974 217268.