



Job Description

Job Title: Project Developer

Salary: £38,500pa - plus benefits

Responsible to: Business Development Manager

Responsible for: N/A

Job Purpose:

To provide a high quality effective project development and management service to Procure Plus and its members, optimising benefits to the social landlords in the consortium and having full regard for the overarching objectives of the business.

Main Responsibilities:

The post holder will:

1. Develop and deliver projects effectively;
2. Liaise as appropriate with suppliers, contractors, consultants, landlords and officers of Procure Plus to ensure unity of purpose and excellence of service;
3. Provide support and information as required to project teams;
4. Work effectively with the project teams;
5. Ensure optimum efficiency of resources and drive out optimum savings;
6. Ensure that projects are maintained and supported until successfully handed over to the responsible manager;
7. Ensure that risk management is considered and managed within the process;
8. Encourage and support officers within Landlord organisations in the adoption of the new services.

Person Specification:

Essential	Desirable
<p>Experience Has a proven track record at a senior level of successful project management including:</p> <ul style="list-style-type: none">• Contract management and procurement;• Effective planning, coordination, monitoring and, where required, intervention;• working collaboratively with partners and third party organisations;• influencing and negotiating in delicate situations;• financial management involving budgeting and cost planning;• proactive intervention in situations	<p>Involvement in regeneration/renewal/maintenance within the housing sector of the construction industry</p>

where issues arise.

Skills

Excellent planning and organisational ability

Excellent computer skills

Excellent communication skills both written and oral, and the abilities to speak articulately and confidently

Excellent networking and collaboration skills

Ability to analyse information and use data effectively to inform decision making

Ability to resolve conflict successfully

Attitude

Customer orientation

Patience and tenacity

Ability to cope under pressure and with the minimum of supervision

Behaviour

Demonstrates self belief, confidence and perseverance

Strong team working skills and collaborative in approach