

Rykneld Homes Ltd.

Job Description

Division: Property Services Team

Post: Capital Contracts Manager

Post Number: RH391

Responsible To: Director of Property Services

Subordinates: None

Key Accountabilities

- To be responsible for successful delivery of allocated capital investment projects from procurement of contracts to completion.
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Main Duties and Responsibilities

Project Management

- To develop a project plan for delivering allocated capital investment projects.
- To take into account available resources, any procurement required and any consultation with stakeholders and customers. Working closely with colleagues in other service areas where expertise or resource is needed.
- To work closely with available resources from the Customer Liaison Team to ensure customer satisfaction, strong communication and support is provided throughout any capital works being conducted.
- To be responsible for successful delivery on site, management of quality, undertaking joint audits with H&S, liaising with stakeholders and ensuring the projects are delivered on time and within budget.
- To work with support functions including Finance and Legal and any other specialist functions both internal and external as required, ensuring that all risks are identified and included in each project plan.
- Undertake initial and ongoing financial reviews of allocated schemes to ensure that costs are contained within allocated budgets and authorised changes to any scheme can be funded.

- Ensure that the Director of Property Services receives appropriate and timely information enabling informed decisions about the allocated schemes managed by this post.
- To procure, commission and manage the delivery of all surveys and specialist technical reports required to produce effective options for an allocated scheme.
- To procure all aspects of the scheme to ensure compliance with all procurement legislation applicable and to deliver excellent value for money.
- To develop in conjunction with the relevant legal support, contract documents that reduce risk to the client, ensure the maximum benefits for the allocated scheme and facilitate the delivery of a successful project, whilst ensuring that the emphasis of the contract is in favour of the client.
- To work closely with the procured contractors in line with their contracts, addressing any issues as they arise and communicating to the internal teams. Attend regular site meetings.
- Work closely with our Health and Safety Manager in the setting up of new schemes, ensuring we complete a new contract check list for all new work schemes.
- To be responsible for allocated budgets, budget profiling, monitoring expenditure and reporting on monthly performance in relation to spend and works completed.
- To ensure schemes are delivered to programme timescales and that a high quality of workmanship is carried out throughout the duration of the project.
- To ensure properties are handed over and works have been completed as specified and all relevant certification is in place.
- To actively promote and highlight the positive work produced by the team through a variety of communication channels including customer feedback, positive news stories and customer journey mapping.
- To be responsible for validating completed works and ensuring invoices are authorised and paid in line with the contract award.
- Prepare and deliver update reports to the Director of Property Services and Senior Management Team.
- Contribute to the corporate aims of Rykneld Homes and NEDDC.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Key Contacts

- Customers, Leaseholders and Service Users.

- Service user Groups – TARGs, Community Partnerships.
- Councillors and MPs.
- Rykneld Homes Board Members, Senior Managers and Staff.
- NEDDC Director of Housing
- NEDDC Housing Strategy, Planning, Estates, Finance and Economic Development Teams including Design and Construction bid and Project Teams
- Solicitors and other specialist advisers
- Other public sector service providers.
- Voluntary and charitable organisations such as Action Housing, SYHA etc
- Contractors and their representatives.

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u> Significant experience and knowledge of working in a housing related or other public service environment and regeneration dynamics. Previous experience of delivering projects including scheme modeling, options appraisals and financial viability. Knowledge of relevant funding streams Experience of managing and supporting people effectively within a customer focused, service delivery organisation. Demonstrate understanding of the principles of operating a business in a competitive environment and within a public sector context. Knowledge of current Local Government/ALMO, democratic processes and understanding of the political context. Experience of successful partnership working with local authorities, developers, community representatives and statutory authorities.	✓ ✓ ✓ ✓ ✓ ✓	
<u>Qualifications and Training</u> Educated to degree level or equivalent experience within a similar role. Evidence of commitment to continuous Professional Development Full membership of the Chartered Institute of Building, RICS or associated professional body	✓ ✓	✓
<u>Special Skills and Knowledge</u>		

Personal Skills/ Characteristics	Essential	Desirable
Knowledge of and ability to identify and manage risks in relation to operational objectives.	✓	
Demonstrable project management skills - prioritises, organises & schedules activities & resources to ensure achievement of results within tight deadlines often set by external parties.	✓	
Excellent negotiation & problem solving skills	✓	
Ability to establish and develop positive relationships with Council Members, government, partner organisations and the local community that generates confidence and collaborative working.	✓	
Excellent motivation and co-ordination of work management skills and maintaining delivery against performance targets.	✓	
Understanding of current procurement rules, including tender and bidding processes.	✓	
Analytical skills - to analyse complex situation in terms of problems, options and solutions to resources, financial and service delivery issues;	✓	
Competent with IT and able to adapt quickly to new systems, including computerised development appraisals, cashflow and budget systems	✓	
<u>Special Role Requirements</u>		
Holds full driving license and access to a vehicle	✓	
Ability to work flexibly, to work out of hours as and when necessary.	✓	

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.