

Job Description

Job title	Development Delivery Manager
Profession	Property & Land Development
Band	D
Directorate	CIDO (Investment and Development)
Accountable to	Head of Development Delivery

Job Purpose:

The role will lead on projects throughout the delivery phase and represent SNG in all stages of procurement related to delivery in line with SNG stage gates. Implement effective delivery strategies with strong risk management. Support the Head of Development Delivery to deliver projects efficiently, to budget, quality and programme with a focus on risk management and health and safety.

The role will manage new homes into the wider business ensuring a smooth transition on sales, lettings and longer-term management and maintenance.

Financial responsibility: circa £50 million per annum (scheme budgets)

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Head of Development Delivery, this role will deliver key accountabilities.

Key Accountabilities:

- Manage a portfolio of development projects to deliver schemes to time, cost, quality and customer satisfaction in line with the Development stage gates providing regular updates at Development Review meetings (DRM).
- Manage contractor selection and appointment and negotiate build agreements including JCTs and development agreements, ensuring SNG is adequately protected.
- Work closely with Developers / Contractors, Quality and Technical Advisors, consultants, third party Health and Safety consultants and SNG's Health, Safety and Environment (HSE) team to verify that all SNG construction sites operate to regulatory requirements and the HSE standards defined contractually. Ensure development sites are safe places for SNG colleagues to visit and proactively identify HSE concerns/issues, flagging promptly to employer's agent, contractor, the Head of Development Delivery / Development Delivery Director. Seek verification of closure of the same.
- Ensure an understanding of SNG's homes and place standard and ensure schemes meet the objectives of the standard.
- Lead the multi-disciplinary professional team on each project. Ensure they are briefed in accordance with SNG's procedures and are fully aware of their terms of appointment and expected outputs. Monitor and record consultant performance and manage areas of concern.
- Provide verbal and written reports to Committees and Boards as required.

- Work effectively with the New Business, Major Works and Regeneration teams to gain a thorough understanding of the project to ensure a smooth transition of the scheme to the Delivery team and successful delivery during construction.
- Ensure cash flows forecasts are accurate and schemes are delivered to budget. Provide early notification of potential cost overruns and seek approval in accordance with SNG stage gates.
- Understand scheme contracts, specifications, drawings and employers requirements and ensure schemes are delivered in accordance with these.
- Effectively manage and collate project records and key documents in accordance with the stage gate requirements and ensure that all charging information is compiled in a timely manner.
- Ensure an understanding of the GLA / Homes England funding requirements and ensure scheme delivery complies with these where applicable.
- Maintain a thorough understanding of industry trends, best practices and emerging issues within the construction sector while ensuring continuous compliance with current legislation and regulatory updates.
- Liaise closely with the Localities and Communities team, Property Service team and Finance team at all stages of the delivery process, ensuring their views are considered and schemes meet the needs of the wider business.
- Own the practical completion processes to ensure that dwellings are handed over to the business in a timely manner with complete information to ensure successful onward management.
- Work effectively with colleagues in the Aftercare team and Customer directorate to ensure an effective Home Demo process for all new homes. Understand developer / contractor performance in relation to defect resolution. Work with the Aftercare team and EA to ensure that all defects are addressed and instances of poor performance addressed.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Relevant professional qualification or equivalent experience.
- Experience in the housing construction sector.
- Experience of effectively project managing a diverse portfolio of mixed use and mono tenure development projects simultaneously.
- Excellent communication skills with the ability to write and present complex information to a diverse audience.

- Sound knowledge of building contracts with a broad understanding of procurement methods for new build and refurbishment.
- Experience and knowledge of best practice in housing delivery and the ability to demonstrate a flexible and innovative approach.
- Experience of leading project teams with a track record of collective achievement.
- Financially literate with the ability to create, analyse and interpret development financial models.
- Experience of building effective relationships with internal and external stakeholder and partners with the ability to influence and negotiate positive outcomes.
- Proficient in the use of the Microsoft Office packages especially Word and Excel.
- Clean driving licence with access to own vehicle.

Desirable

- Demonstrable record of partnership working, with the ability to influence and persuade others.
- Understanding of development funding sources.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4929	Lesley Metcalf	04/2025	
2.0	4929	Paul Haines	01/07/2025	
3.0	4929	Jim Dyer	08/10/2025	