

Job Profile

Job Title	Senior Development & Delivery Manager		
Job Reference No.	HOMEJD872	Date of issue:	August 2026

The job in a **nutshell...**

To deliver new schemes on time and to budget to ensure implementation of the development programme for the region.

To manage projects from identification through to the completion of legals, grant of planning permission up to completion on site, handover and through to the end of Defects Liability Period.

Take fiscal accountability for projects from start to completion.

To manage with rigour and diligence to drive and deliver the highest possible quality of housing development.

Contribute to the management of the region as part of the regional management team.

What **success** will look like...

You will work with the Head of Development and Delivery to deliver the regional development programme.

To successfully project manage identified projects ensuring project aims and objectives are fully met, through appropriate project measures and take accountability for the performance of projects by managing against key indicators i.e. time, cost, revenue / value, quality and Home Groups interests in relation to safety on site.

To manage and direct external contractors with rigour to ensure delivery of the highest possible quality of product.

To liaise with internal and external stakeholders where appropriate.

To provide a customer focused and professional service, not only to customers and client organisations but also internal customers e.g. customer services, maintenance, etc.

To sustain good relationships, with key external stakeholders and partners.

Ensure that every project complies with standard Home Group and the associated funding body (project sponsors), policies, standards and procedures.

To become familiar with and operate all new initiatives introduced as necessary by the funding bodies.

To select for approval, appropriate Contractors for each Building Project ensuring their suitability for the work involved.

Process all relevant certificates and invoices for approval.

To monitor and track project performance against agreed aims and objectives (i.e. expenditure in relation to forecast scheme costs and overall budget allocations), taking necessary remedial action to realign performance when necessary, and report appropriately.

To ensure high standards of workmanship and materials are achieved on development projects, reviewing each scheme on completion in conjunction with project teams and other key stakeholders.

To ensure identified milestones are met, e.g. Board Approval, scheme acquisition, start on site and practical completion.

To attend site meetings regularly to perform the function of the client and keep project teams and other key stakeholders informed of any variations to the original agreed parameters.

To organise, chair and be responsible for specific meetings.

To establish robust project appraisals utilising tools available and manage the project cashflow regularly and diligently.

To ensure Final Accounts are correctly submitted and that relevant documentation complies with any relevant requirements.

Submit accurate funding claim details to the relevant internal and external finance/administration departments where necessary.

Advise the Head of the region immediately of any potential contractual problems.

Identify and inform the Head of the region of all project risks and how they intend to be managed and monitored.

To resolve problems in collaboration with project teams, through innovative and creative solutions.

Capture and share the learning from each project by constant review, and champion continuous improvement.

Process all relevant certificates and invoices for approval.

Ensure that all key stakeholders are kept informed of project progress and anticipated important milestones (i.e. Practical Completion, Handover).

Provide the other members of the team with relevant project information for financial reports, etc. Keep systems updated diligently and in line with Home Group processes.

To promote and represent Home Group where appropriate, in order to maximise development opportunities and maintain the reputation of the Group.

To provide an integrated Development Project Management function, and in doing so ensure the effective delivery of approved development projects.

To actively seek out and promote business development opportunities in line with the Corporate Strategy and Development Strategy to contribute to the development of the wider Business Unit strategy and subsequent Business Plan(s).

To ensure compliance with all aspects of Corporate Governance.

To liaise with Programme Team and provide specific information to meet specified HCA/GLA/Scotland Government milestones as required.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
We unleash the potential of others • Support others to be the best they can be. • Give others confidence to want to try something new. • Identify pieces of work which could involve others to develop themselves.	Qualifications • Relevant professional qualification (e.g. degree) or equivalent demonstrable experience.
We have an eye for detail • Pays attention to the details. • Has the appropriate skills and experience. • Uses performance information to drive improvements.	Experience • Significant experience of project management, delivering large and multi-tenure residential led development sites to design standards. • Significant experienced in the commercial aspects of housing development, including planning, commercial viability, contractor procurement and contractor management. • Significant experienced in the planning system and laws, implementing compliant and complex schemes.
We are organisers and drivers • Deliver your objectives at the right pace, but don't fall over. • Has the confidence to challenge performance or behaviours not in-line with our values. • Take people with you.	Knowledge • Knowledge of HCA/GLA IMS Systems. • Knowledge of/experience of sales and understanding of commercial objectives

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Ability to manage high levels of ambiguity and uncertainty, working constructively with others to achieve positive outcomes.
A strong communicator with a proven track record in managing colleagues and external teams providing effective and engaging communication.
Excellent and credible presentational skills.
An understanding of and experience of the multiple disciplines required to conceive, plan and deliver large scale complex residential led regeneration and development activity, including third party suppliers.

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Ability to act as process owner, managing and driving improvements, aligning to Home's process framework and approach.

Qualified or working towards a recognised Project Management Qualification (such as APM, RICS).

A background or working knowledge of partnership working, including joint ventures with contractor / development partners.

Professional qualification in planning, urban design, surveying, building, or related field and proven work-related ability preferred.

Ability to write clear and concise reports, summarising the essence of complex issues and reaching well-argued and clear conclusions and recommendations particularly with regard to the investment panel gateway approval processes.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

Budget Holder	Yes	Circa £500k	
Manages People	Yes	A team of 1 to 5 depending on region	
Travel	Regular	Driving Essential	Yes
DBS	None		



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