

Job title: Senior Project Manager
Line manager: Investment & Partnerships Director
Grade (if applicable): 1
Direct reports: Assistant Development Manager/Development Support Officer



Role purpose:

In the role of Senior Project Manager within the Alternative Funding Project Team, you will be responsible for leading, overseeing and administering the team's work, including leading on the coordination of the multiple workstreams, programming, budget, procurement, risk management, planning, project team meetings, internal and external stakeholder engagement, policy review, data mapping and internal reporting. You ensure that the overall programme of work and individual projects you are responsible for, conform to governance, control processes, internal policies and delivers Value for Money for Peabody. You will also be required to lead on individual project workstreams, as required including but not limited to negotiations, legal agreements, development appraisals and assessment of development pipeline opportunities and disposals.

Your role will be integral to supporting the successful delivery of the team's work and ensuring that the delivery is in line with the team's ambitions and objectives and ensuring our customers are front and centre in our thinking, planning and decision making. You will play an influential and active role in growing and developing our business, new joint ventures, undertaking strategic disposals and helping us achieve our ambitions to securing new sources of funding and joint venture opportunities.

Key results:

- To monitor, manage and lead on the delivery of the team's programme of work within budget and programme and ensure regular reviews are carried out to ensure variances, risks and issues are managed.
- Create, maintain and monitor the team's programmes for individual workstreams/projects, including monitoring the critical path and assist teams in the prioritisation of workloads to the project running to those critical paths.
- Support the preparation of tender documentation and reporting required for selection of consultants and partners in consultation with other project leads. Ensure that Peabody achieves "Value for Money" and delivers "Social Value" in the procurement of consultants and contractors.
- Build, manage and maintain strong relationships and communicate effectively with all internal and external stakeholders. You will manage all internal stakeholder engagement groups and build a network of external stakeholder contacts to support the work of the team.
- Plan and coordinate work with other internal departments to ensure internal resource requirements are understood and the right resources are available when required.
- To critically evaluate and analyse project information in order to prepare required reports clearly and efficiently, also making relevant recommendations. Prepare accurate, clear and concise verbal and written reports for internal boards, panels and committees and other internal stakeholders. Ensure these are in line with governance requirements.
- Ensure that all relevant files are effectively managed and maintained. Ensure strict compliance with legal contracts, internal policies and procedures as well as regulator and funder requirements, including internal and external audits.
- Keep up to date on changes in legislation and ensure that all mandatory training is completed within deadlines and manage direct line reports to ensure their training is completed within deadlines.
- To ensure compliance and adherence to corporate practices and current applicable procurement and other relevant legislation to assure compliance and best practice methods are adhered to.
- To follow Peabody Health and Safety policies and procedures to ensure, as far as is practicable, your own safety and that of others in the workplace. There may be a requirement to undertake specific Health and Safety roles such as Fire Warden or First Aider.
- Manage, lead, coach, inspire and get the best out of junior team members.

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Success metrics:

- Delivery of new funding sources for Peabody.
- Delivery of property disposal transactions in compliance with regulations and on programme.
- The team's programme of work and projects are managed effectively including the management of risk, programme, finances and quality across each of the workstreams.
- Key milestones and deliverables are achieved in relation to each workstream.
- Positive working relationships with colleagues and other stakeholders are created and sustained.
- Engaged and productive direct line reports, supporting an inclusive team environment.

About you:

You will be:

- Proficient in Microsoft Office, Microsoft Project and online meeting platforms.
- Able to demonstrate experience writing reports to and presenting to senior leaders and approval committees.
- Committed to delivering an excellent customer experience – you will embody and champion the Peabody values every day in the way you deal with customers and colleagues
- Experienced in working within joint venture partnerships preferable but not essential.
- Able to move from understanding of the strategic goals to a planned programme of work.

You will have:

- A good understanding of residual land value appraisals. Demonstrate proficiency in appraisal software. Previous experience of the Pamwin appraisal system is preferable.
- A degree or professional qualification relevant to the role (for example RICS) is desirable but not essential.
- A Project Management qualification (e.g. Practitioner Certificate in Prince 2 is desirable but not essential)
- A strong commitment to the principles of equality, diversity and inclusion.
- Excellent written and verbal communication including attention to detail. You must be able to present to a wide range of audiences, conveying key messages clearly and concisely.
- Proven time management and prioritisation skills, with the ability to work under pressure to meet deadlines and targets.
- Proven experience of effectively managing stakeholder relationships, with the ability to influence, persuade and negotiate desired outcomes.
- Strong people management skills and ability to build strong relationships with internal and external stakeholders.
- Experience of managing contract negotiations for acquisitions, disposals and/or joint ventures.
- A well-developed conceptual ability and the ability to critically analyse opportunities and create innovative solutions to suit future business needs.
- Strong project management skills and commercial awareness. These skills include business case preparation, project definition, planning, risk management, project change control, financial management and resourcing projects.

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