



Creating great homes together

Role Profile

Position

Project Officer

Reporting to

Senior Development Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- This is a new post that will be pivotal in delivering our ambitious Development plans by supporting the team in
- Helping to identify and secure land and construction opportunities
- Assist with Key Account management for allocated local authorities
- Help to ensure the delivery of the Development Programme from inception through completion and into aftercare
- Maintaining accurate and timely financial and qualitative data for the department
- Maintaining the organisations profile through the departments PR and Communications strategy

What you take care of

- To assist the delivery of a pipeline of viable sites.
- Help the Development Managers and Senior Development manager to appraise schemes against our financial and risk parameters, make recommendations and assist with making offers.
- To liaise with our public and private sector partners to promote Magna and its strategic aims.
- Participate in preparing tenders for land, construction and Consultant services.
- Coordinate the submission of any planning consents and attend associated meetings as required by the Development and Senior Development managers
- Assist in working up contracts for land and Build for the development/purchase of properties.
- Ensure that the planning and contract requirements are met and grant funding terms are delivered.
- Regularly visiting key sites to ensure that schemes are meeting our quality standards.
- Ensuring at the scheme costs and risks are being actively managed to Magna's benefit.
- Assist with the procurement of consultants and contractors and Key Performance reporting
- To achieve high satisfaction levels in the handing over of homes to residents and internal teams
- To maintain an overview of resident satisfaction with their aftercare.
- Ensure the allowable costs under contract arising from aftercare are recovered from the retentions.
- Ensure that NHBC/Other terms are being met over two years ensuring good prospect for claims.
- To participate in coordinating bids for grant funding.
- To ensure the requirements of grant funding contracts are met.
- To provide key information for the Homes and Communities Agency and their agents as directed by the Senior Development and Development Managers
- To participate in promoting the organisation and the activities of the Development team.
- To actively work alongside the Shared Ownership team to create satisfaction in the sales process.
- Support the organisation and attend sales events and scheme events as required.

What you need to be successful

- Experience of social housing development or related construction experience with a medium or large sized housing developer
- Experience of successful partnership working with local authorities, developers, community representatives and statutory authorities

- Experience of the construction process and in construction project management
- Experience of managing a group of staff
- Experience of development scheme feasibility studies and financial appraisals
- Experience of negotiation and co-ordination of large building contracts
- Experience of managing large budgets
- Experience of writing policies and procedures

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Approved: