

Development Manager: Innovation and Quality

Applicant Information Pack



Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

Contents

- 1 About Us
- 3 Job Profile
- 4 Key Accountabilities
- 5 Personal Requirements
- 6 Terms and Conditions
- 7 Additional Benefits
- 8 How to apply



About Us

The United Welsh Group is an award-winning, not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

United Welsh provides almost **6,500 affordable homes** for people to enjoy a warm, safe place to live, with support from us.

We work hard to make a difference and step up when our communities need us. Providing homes is just the start.

We help people to live **happily and independently**, and we are ambitious about how we can help people to live their best lives.

We work with a range of partners including local and national government, the NHS and community organisations to improve wellbeing, tackle poverty, invest in greener communities, and challenge inequality at every turn.

The United Welsh Group employs over **400** people. The Group includes our repairs and maintenance service Celtic Horizons; timber frame home manufacturer Celtic Offsite and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

Life at United Welsh centres around our culture. We **live by our values** which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing homes for
United Welsh

**Celtic
Horizons**

Repairs and
maintenance

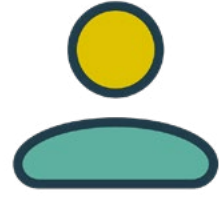
**Celtic
Offsite**

Timber frame
factory

The Celtic
Horizons repairs
and maintenance
service for
United Welsh
is delivered in
partnership with
Mears Ltd



Job Profile



Development Manager: Innovation and Quality

Reporting to

Director of Development and Regeneration

Responsible for:

Development Surveyor, Development Scheme Liaison Officer, Assistant Surveyor, Undergraduate Trainee and Quality Officers

Broad purpose of the post

We have big plans for building new homes this year, so we're looking for a Development Manager to help us do it.

We're looking for someone to take the lead in innovation and embedding quality in our functions and outputs. Our aim is to make a difference by developing communities and homes that enhance people's lives. We're passionate about sustainability, considering future generations in all that we do.

You'll be responsible for delivering high profile developments, promoting innovation, continuous improvement and ensuring best practice throughout. You will be a key member of the development management team with line management and mentoring responsibilities. We are looking for someone with great leadership qualities to enhance the reputation of the organisation as a provider of high-quality homes and excellent customer service.

- Full time, 35 hours, permanent
- £65,000 per annum
- Closes Tuesday 30th January, 9am

Key Accountabilities



- The delivery of high-quality homes for rent and sale, meeting the strategic objectives of the organisation. Ensuring that developments are delivered in line with stated policies and procedures and to the time scales determined in the annual development programme
- To lead on the United Welsh Towards Zero Carbon Strategy from a new development / major refurbishment perspective. Keeping up to date with innovation in the housing sector, including solutions to achieving zero carbon developments and use of modern methods of construction. In conjunction with the Director of Development and Regeneration, to ensure that the appropriate strategies are adopted across the department
- Identifying, formulating, and monitoring training and development needs of staff members in line with best practice, and identifying and helping implement the training needs of the wider department
- Ensuring that quality is assessed throughout the development process of the department, including identifying best practice and implementing continuous improvement. Demonstrating sound risk management processes throughout all activities
- Project Management of all aspects of the construction process using appropriately appointed consultants where required, ensuring projects are delivered to specification, in accordance with all health and safety, legislative and funding requirements, on time and within budget. Incorporating preparation of Board and Executive team reports for project approvals and attending Board and committee meetings as required to do so
- Manage the performance of identified team members, including agreeing, setting and achievement of individual targets. In conjunction with the Director Development and Regeneration, promote departmental integration and effective team working
- Demonstrate leadership by promoting and demonstrating a culture of trust, together with personal growth and development.



Personal Requirements

Essential criteria

- Sufficient Project Management experience in a construction related discipline, including project planning from acquisition to project completion stage, identifying and managing project risks with the ability to demonstrate project governance
- Degree or suitable alternative qualification in a relevant development / construction related subject
- An understanding of working with social housing providers
- Ability to demonstrate sound project governance and technical knowledge relating to construction, including health and safety, planning legislation, building regulations and other statutory and regulatory requirements
- Understanding of the necessary operational and management skills required to lead a team of technical specialists and be an excellent team player, with the ability to provide line management, mentoring and / or support as required.
- A full UK driving license with business insurance and/or access to public transport.

Desirable criteria

- Membership of a relevant professional body, such as RICS
- Experience of working with social housing providers, providing mixed tenure, market rent, outright sale, and forms of non-mainstream affordable housing
- A working knowledge of Welsh Government social housing initiatives and funding criteria.

The Essential Criteria stated within the Personal Requirements will be used for shortlisting purposes. However, all criteria will be considered in the process of making an appointment.

This role may require a DBS check. This will be conducted as part of the recruitment process for the successful candidate.

Terms and Conditions

Current Salary

Total salary is **£65,000** per annum.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period.
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in 'Can Do' days, giving back to the communities where we work
- A half a day's leave under the '**School Starter Scheme**'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are committed to becoming a **menopause friendly employer**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a copy of your **CV, a cover letter and the Equality, Diversity and Declaration of Interest form** to jobs@unitedwelsh.com. In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the job description, in no more than 500 words. **If you do not send a cover letter and the EDI form along with your CV, you will be at risk of your application not being progressed further.**

Closing date: Tuesday 30th January, 9am

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Please send any applications to jobs@unitedwelsh.com or deliver them to:
FAO The People Team, United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX. Our main office is open between 9am and 5pm, Monday to Friday.



www.unitedwelsh.com

