

Job Description

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| Job Title: | Development Project Manager |
| Directorate: | Assets and Property Services |
| Department: | Resident Services |
| Location: | Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW |
| Reports To | Head of Resident Services |
| Date Agreed: | April 2026 |

Vision

Tai Calon exists to inspire its people and go beyond affordable housing by creating vibrant, inclusive communities across Blaenau Gwent. The post holder is expected to actively support the delivery of this Vision through the effective planning, delivery and handover of new homes and communities.

Job Purpose

To manage the delivery of new homes and regeneration projects from identification and appraisal through delivery, occupation and handover to operational teams. The role is responsible for coordinating technical and nontechnical staff, contractors and consultants to deliver development projects that are safe, affordable, high quality and provide value for money, while meeting customer and community needs.

The postholder contributes directly to the delivery of the organisation's Corporate Plan, Development Strategy, new homes targets and Asset Management Strategy by ensuring all development activity complies with relevant legislation, regulatory and building standards, organisational policies and procedures, and recognised best practice within the housing sector.

Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: We want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: We want people to be themselves and be open, honest and trustworthy, and act with integrity.

L – Learning: We want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities & Accountabilities

- Supporting delivery of the annual development and regeneration programme to approved targets.
- Applying recognised project management methods to deliver projects from RIBA Stage 0 to Stage 6.
- Identifying development, regeneration, and acquisition opportunities.
- Supporting land acquisition activity, maintaining a land bank, five-year development programme and additional pipeline.
- Appointing consultant teams and contractors in line with procurement and governance requirements.
- Managing the performance of consultants and contractors against contractual, cost, quality and programme requirements.
- Managing funding and grant applications in line with Welsh Government requirements.
- Managing delivery through land led, Section 106 and package deal development models.
- Maximising meaningful social value outcomes.
- Working collaboratively with internal teams including housing, repairs, maintenance, asset management and compliance.
- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

Detailed Tasks

Project Delivery

- Deliver development and regeneration projects in accordance with approved policies, procedures and governance arrangements, meeting agreed standards for quality, time and cost.
- Plan and manage projects to an appropriate level of detail to support effective delivery, risk management and decision making throughout the project lifecycle.
- Produce, maintain and analyse project programmes, progress reports, cost reports and financial forecasts, implementing corrective action where required.
- Chair and attend project, consultant and contract meetings, ensuring actions, responsibilities and timescales are clearly agreed and implemented.
- Attend Development Committee and other governance meetings as required, providing accurate updates on progress, risks and performance.
- Maintain effective project controls including work programmes, risk registers, issue logs and decision logs.

Collaboration and Partnership

- Work collaboratively with internal teams including lettings, housing management, repairs, maintenance, asset management and compliance to ensure developments support effective occupation and long term management.
- Engage internal services as delivery partners at appropriate stages to inform design, specification, construction and handover decisions.
- Ensure timely and accurate handover of accurate information including drawings, specifications, certifications, asset data and warranties to support effective management at occupation stage.
- Develop and maintain effective working relationships with external stakeholders including Local Authorities, Welsh Government, statutory bodies, funders, consultants and contractors.
- Promote a partnership based approach to delivery encouraging shared objectives, open communication and collaborative problem solving.

Standards and Compliance

- Ensure compliance with the Welsh Housing Quality Standard (WHQS) and any successor standards.
- Ensure compliance with Welsh Government Design Quality Requirements (WDQR).
- Ensure statutory approvals are secured and complied with including planning permission, SAB approval, Building Regulations and Welsh Government Technical Scrutiny.

Sustainability

- Support delivery of environmentally sustainable new homes that reduce environmental impact and promote long term community wellbeing.
- Embed sustainability principles including energy efficiency, carbon reduction and whole life value into design and delivery decisions.

- Support compliance with Welsh Government sustainability, decarbonisation and funding requirements.
- Promote development solutions that contribute to fuel poverty reduction and affordability in use.

Performance and Monitoring

- Monitor performance against agreed KPIs, milestones and delivery targets.
- Identify emerging risks and implement appropriate mitigation measures.
- Provide timely and accurate information to support governance, audit and regulatory assurance.
- Support continuous improvement through lessons learned from delivery and handover processes.

Health, Safety and Building Safety

- Ensure development activity complies with Health, Safety and Welfare legislation, CDM Regulations and organisational policies.
- Support duties under the Building Safety Act, ensuring required safety information is captured, maintained and transferred at handover.
- Work collaboratively with consultants and contractors to identify, manage and mitigate health and safety risks throughout project deli

Work Environment

Environment

The physical environment requires the employee to work both inside the office and outside on-site visits on a daily basis in heat/cold, wet/humid, and dry/arid conditions, depending on the season.

Frequently required to use personal protective equipment when on-site visits.

Dealing with a range of complex, contentious and sensitive cases that can be emotionally challenging on a regular basis.

Extensive use of computers throughout the day.

The environment can contain hazardous elements such as asbestos, needles, pests and other health and safety matters to be aware of. Consequently, work needs to be approached following procedure and training.

Driving between jobs, suppliers and offices forms part of the role and requires drivers to follow the highway rules and laws as well as Tai Calon's driving-at-work policy.

Working Location

- The role is based at Solis One, Blaina, with the ability to work in a hybrid way where agreed.
- The role is based in empty and occupied homes (which may include lone working). It is commonplace that the customer is present, and an awareness of children, pets or vulnerable adults is needed to ensure a safe working area is maintained for staff and customers alike.

Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

| Essential | Desirable | PERSON SPECIFICATION Job Title: Development Project Manager | How Assessed | | |
|--------------------------|-----------|---|------------------|-----------|-----------|
| | | | Application Form | Interview | Practical |
| 1. Qualifications | | | | | |
| ✓ | | Level 4 qualification or equivalent experience in construction, surveying, project management or the built environment | ✓ | ✓ | |
| | ✓ | Degree or equivalent Level 6 qualification in a relevant discipline | ✓ | | |
| | ✓ | Professional qualification or working towards membership (e.g. RICS, CIOB, MAPM) | ✓ | | |
| | ✓ | Relevant Health and Safety qualification or training (e.g. IOSH, SMSTS, CDM awareness) | ✓ | | |
| 2. Knowledge | | | | | |
| ✓ | | Working knowledge of delivering high quality social housing projects in Wales, including Welsh Government policy, standards and regulatory expectations | | ✓ | |
| ✓ | | Working knowledge of construction processes and end to end development delivery | ✓ | ✓ | |
| ✓ | | Working knowledge of legislation including CDM Regulations, Building Regulations, planning and fire safety | | ✓ | |
| ✓ | | Working knowledge of Welsh Housing Quality Standard (WHQS) and Welsh Government Design Quality Requirements (WDQR) | | ✓ | |
| | ✓ | Awareness of Building Safety Act requirements and implications for new homes and handover | | ✓ | |
| 3. Experience | | | | | |
| ✓ | | Proven experience of successfully delivering high quality social housing projects in Wales, on time and within approved budgets | ✓ | ✓ | |
| ✓ | | Experience of Welsh Government grant funded schemes and or projects subject to Welsh Government technical scrutiny | ✓ | ✓ | |
| ✓ | | Experience managing consultants and contractors and monitoring performance against contractual requirements | ✓ | ✓ | |
| ✓ | | Experience of cost control, budget management and financial forecasting | ✓ | ✓ | ✓ |

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|---|-----------|---|------------------|-----------|-----------|
| | | | Application Form | Interview | Practical |
| ✓ | | Experience working collaboratively with internal and external stakeholders to achieve successful delivery outcomes | ✓ | ✓ | |
| | ✓ | Experience supporting land led, Section 106 or package deal development models | ✓ | | |
| 4. Skills | | | | | |
| ✓ | | Excellent written and verbal communication skills, with the ability to explain technical, financial and programme information clearly | | ✓ | |
| ✓ | | Strong people skills, with the ability to build effective working relationships, influence others and work collaboratively across teams | | ✓ | |
| ✓ | | Strong project and programme management skills with the ability to manage competing priorities across multiple schemes | | ✓ | ✓ |
| ✓ | | Ability to analyse information and make sound, risk based decisions | | ✓ | |
| | ✓ | Experience contributing to reports for senior management or committee consideration | ✓ | | |
| 5. Behaviours and Attributes | | | | | |
| ✓ | | Highly motivated and driven with a strong focus on delivery, quality and outcomes | | ✓ | |
| ✓ | | Demonstrates ownership, accountability and professionalism in decision making and outcomes | | ✓ | |
| ✓ | | Customer focused approach supporting positive outcomes for residents and communities | | ✓ | |
| ✓ | | Consistently live and demonstrates the CALON values in behaviour, decisions and interactions | | ✓ | |
| | ✓ | Resilient and adaptable when managing competing pressures and programme risks | | ✓ | |
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| 6. Collaboration and Partnership Working | | | | | |
| ✓ | | Ability to work collaboratively with internal teams including lettings, housing management, repairs, maintenance, asset management and compliance | | ✓ | |

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| | | | Application Form | Interview | Practical |
| ✓ | | Ability to build effective relationships with external stakeholders including Local Authorities, Welsh Government, contractors and consultants | | ✓ | |
| ✓ | | Understand the importance of timely, accurate and complete handover information for effective occupation and maintenance | | ✓ | |
| 7. Sustainability and Social Value | | | | | |
| ✓ | | Understand sustainability principles including energy efficiency, whole life value and long-term affordability | | ✓ | |
| ✓ | | Understanding importance of social value and community benefit in development delivery | | ✓ | |
| | ✓ | Experience of sustainability, energy efficiency and decarbonisation objectives within development projects | ✓ | | |

| 8. Other Requirements | | | | | |
|------------------------------|---|--|---|--|--|
| | ✓ | Ability to travel within and outside the organisation's operating area as required | ✓ | | |
| | ✓ | Welsh language Skills | | | |
| ✓ | | Requires Disclosure and Barring Service (DBS) check | | | |
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