



# Project Manager

## Applicant Information Pack



**We build homes, create communities and transform lives**

# 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.



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[tellmemore@unitedwelsh.com](mailto:tellmemore@unitedwelsh.com)



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# About Us

United Welsh 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.

We look after over **6,700 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

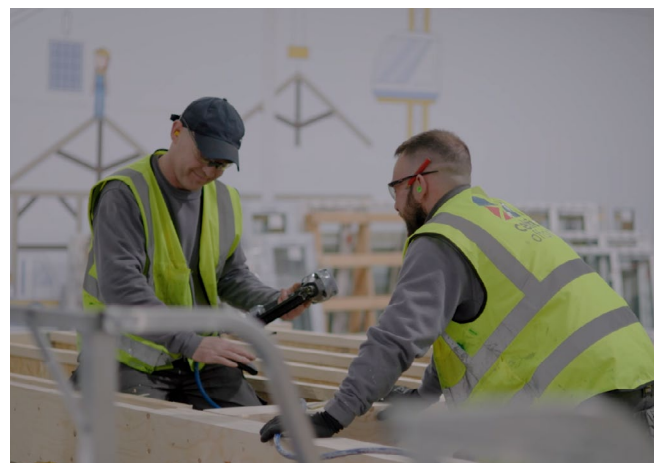
We have a new building programme that is worth around **£55m** each year and in the next five years, we intend to build **1,300 more homes**.

We are ambitious about how we can help people to live their best lives, working with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

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.

With over **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

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

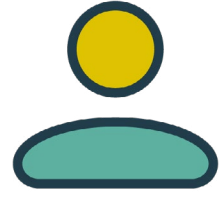
**Celtic  
Horizons**  
Asset  
Management

**Celtic  
Offsite**  
Timber frame  
factory

The Celtic Horizons asset management service for United Welsh is delivered in partnership with Mears Ltd



# Job Profile



## Project Manager

### Reporting to

Development Manager - Performance and Delivery

## Broad purpose of the post

We are looking for a Project Manager to join our busy development team and help us deliver a variety of exciting projects.

In this role you will develop new homes, for rent and sale, by project managing schemes from inception to completion.

You will create and lead project teams to deliver homes and communities that enhance people's lives. You will be passionate about sustainability, considering future generations in all that you do. Managing risk is also an important aspect of the role, and you will be effective in identifying and mitigating risks associated with development.

- Permanent, full time
- £52,726.30 per annum
- Closes Tuesday 25th March
- Interviews 7th April

# 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 timescales determined in the annual development programme
- Project management of all aspects of the construction process, working with consultants and contractors to ensure projects are delivered to specification, in accordance with all health & safety, legislative and funding requirements, on time and within budget. Incorporating preparation of Board and Executive Team reports for project approvals and attending meetings as required
- Develop homes and other buildings that achieve or improve upon legislative minimum standard in respect to energy efficiency and sustainability. Ensuring that the homes we provide are energy efficient, and that the carbon footprint of local communities is reduced. Including liaison with MMC subsidiary Celtic Offsite to help achieve these objectives on an individual scheme basis
- Embrace the principles of the Welsh Placemaking Charter, focussing on developments meeting aspirations of future residents and communities whilst promoting health and well-being
- Ensure schemes developed are commercially viable, undertaking detailed feasibility studies and financial appraisals. You will also ensure robust costs, including abnormals, are adequately identified and reported
- Effectively identify and manage all aspects of development risk, preparing and maintaining detailed risk registers. Including identification and evaluation of technical solutions to actual or potential risks
- Oversight of project completion documentation working in conjunction with Quality Officers and Development Liaison Officer to ensure information is available for the ongoing management and maintenance of the projects
- Develop accurate and regularly updated cashflow and programme for all schemes, including maintaining accurate information on project forecasts and timescales
- Contribute to the continual review of the design of specifications, standards and designs. Including understanding and actively working towards minimising our carbon footprint
- To provide excellent customer service by liaising with internal departments, Local Authorities, Welsh Government, Private Sector Developers and other key partners/ stakeholders, in order to ensure a positive company experience and promote new business opportunities
- To co-ordinate the effective resolution of all matters during the defect rectification period, including finalising all adoptions and release of associated bonds, and to manage the release of retentions and obtain final certification as required with post completion reviews undertaken to maintain continuous improvement.



# Personal Requirements

## Essential

- Demonstrated 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 (equivalent) qualification in a relevant development / construction related subject
- Demonstrated understanding of working with social housing providers
- Proven experience of coordinating multi-disciplined teams
- Ability to demonstrate sound project governance and technical knowledge relating to construction, including health & safety, planning legislation, building regulations and other statutory and regulatory requirements
- Be an excellent team player, self-motivated, with the ability to provide mentoring and/or supervision as required
- Proven ability to negotiate effectively with colleagues and stakeholders

## Desirable

- Membership (or actively seeking) of a relevant professional body, such as RICS
- Experience of working with social housing providers, providing mixed tenure, market rent, outright sale and other forms of non-mainstream affordable housing
- A working knowledge of Welsh Government social housing initiatives and funding criteria
- Experience of using project management and viability software, such as Pamwin or Proval.

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



# Terms and Conditions

## Current Salary

Total salary is **£52,726.30** 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.

## SimplyHealth

While working at United Welsh you are eligible for enrolment in our SimplyHealth healthcare plan.

## 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)
- Membership to our **SimplyHealth** healthcare plan
- **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
- 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 and cover letter** to [jobs@unitedwelsh.com](mailto: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 1,000 words.

In addition to your CV and cover letter, please also complete our online Equality, Diversity and Declaration of Interest form which can be found on our website [here](#). If you do not complete all parts of this process, you will be at risk of your application not being progressed further.

**Closes:** Tuesday 25th March  
**Interview date:** 7th April

We reserve the right to close this role early if we receive a high volume of suitable applications.

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. You can complete this form online. 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.



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