

Estates Completion Manager

Job Family	Homes - Technical
Reports to	Technical Director

Job purpose

To ensure that all the estates completion infrastructure works are carried out within a pre-set budget, enabling the release of the company's bonds and maintenance liabilities for all highways, sewers, pumping stations and public open spaces in order to public adoption by the respective authority.

Key Accountabilities

- Prior to new sites finishing, work with the Construction department to ensure a timely issue of a maintenance certificate for both roads and sewers.
- Appointment of contractors when required for small works, monitor progress, inspect works and ensure completion of work to agreed Local Authority Standards.
- Site inspections of the condition of infrastructure at end of maintenance period and specify all works required to achieve public adoption (incl management companies).
- Monitor all adoption Section Agreements (Section 38,104,111 & 278 Agreements) ensuring Reduction and cancellation of all the associated bonds.
- Liaising with the Local Authority, Bondsman and company Solicitors.
- Resolve all issues arising from completed sites ensuring all titles deeds, maintenance bonds and other legal requirements are complied with to minimise liability to the company.
- Monitor expenditure to keep within budget allocation to prevent cash flow disruption.
- Produce Monthly Estate Completions reports and budget forecasts for the regional senior management team.
- Brief & commission topo surveys, utility surveys, Road safety audits, ROSPA reports, GI's, as built surveys.
- Develop and maintains effective relationships with key Homes and Strategic Land & Regeneration stakeholders building on existing networks
- Works Collaboratively with members of the Homes Senior Management Team, Homes Regional Board, Strategic Land development teams, internal and external project team members and Homes staff across all disciplines.
- Promotes and lives the St. Modwen values.
- Maintain knowledge and adhere to relevant Group Policies and Procedures, Legislation and Regulations.
- Develop and ensure safe working practices.

Experience, Skills and Knowledge required

- Relevant degree or similar level technical qualification e.g. Engineering, Highways, Project Management
- Relevant experience in a similar position with a recognised housing developer, contract or highways/drainage authority
- Experience in estate roads and sewer design, construction and inspection
- Experience in preparing schedules of work, bills of quantities and undertaking tender analysis of such works
- Strong relationship management skills

- Planning, organising and prioritising skills with the ability to multi-task
- Full UK driving licence

Core OR leadership Competencies - enclosed