

PERSON SPECIFICATION

POST: Development Manager
LOCATION: Perth

| CRITERIA | WHERE FOUND (AF - APPLICATION FORM, I - INTERVIEW, R - REFERENCES) | ESSENTIAL | DESIRABLE |
|---|---|------------------|------------------|
| Education/Training/Qualifications | | | |
| Degree in Building/Architecture/Quantity Surveying or equivalent | AF | ✓ | |
| Or Relevant building/development industry experience | AF | ✓ | |
| MRICS Qualified/Part-Qualified or equivalent | AF/I | | ✓ |
| Management Development Training | AF | | ✓ |
| Work Experience | | | |
| Proven project management experience in delivering projects on time and in budget | AF//R | ✓ | |
| Budgetary responsibility and control including the preparation and management of capital and department budgets | AF//R | ✓ | |
| Operating as part of a management team | AF//R | | ✓ |
| Management of a complex service | AF//R | | ✓ |
| Leadership and management of a staff team | AF//R | ✓ | |
| Delivering operational plans and achieving or surpassing performance targets regularly | AF//R | ✓ | |
| Knowledge/Skills/Abilities | | | |
| Technical knowledge of construction standards and methods of operation | AF/I | ✓ | |
| Understanding of key areas of land and property legislation | I | ✓ | |
| Compliance with contracts, planning and building regulations and all regulatory and statutory requirements | I | ✓ | |
| Procurement practices and control of costs | AF/I | ✓ | |
| Governance matters relating to subsidiaries and non-charitable activities | I | | ✓ |
| Local and Central Government strategy and policy | I | ✓ | |
| Understanding of the operating environment and climate change and its impact on new housing development | I | | ✓ |
| Robust financial awareness and comprehension of IT systems | I | ✓ | |
| Strategic Direction | | | |
| Contribute to departmental and operational planning process and development of policies | AF/I | ✓ | |
| Articulating departmental plans and targets into individual work | I | | ✓ |

| | | | |
|---|--------|---|---|
| plans and targets | | | |
| Use and analyse information to inform departmental priorities | AF/I | ✓ | |
| Preparation and analysis of short, medium and long term investment plans | I | ✓ | |
| Leadership/Management | | | |
| Develop and motivate staff team to deliver high standards of service | I/R | ✓ | |
| Engage proactively with other managers to deliver business objectives | I/R | ✓ | |
| Negotiation with and management of external contractors | I/R | ✓ | |
| Performance Management | | | |
| Communicate departmental plans and targets to staff team and other partners | I/R | ✓ | |
| Achieve key performance targets and early intervention on areas of poor performance and remedies to address this | I | ✓ | |
| Identification and implementation of efficiencies | I | | ✓ |
| Manage complex and high value contracts on time and within budget | I/R | ✓ | |
| Communication | | | |
| Excellent communication skills at all levels | I/R | ✓ | |
| Ability to prepare and interpret complex data/reports and communicate these at all levels | AF/I/R | ✓ | |
| Analytical and report writing skills | AF/I/R | ✓ | |
| Personal Qualities/Special Circumstances | | | |
| Excellent IT skills | AF/I | ✓ | |
| Ability to prioritise and schedule workload and meet deadlines | AF/I | ✓ | |
| Awareness of self and others and impact on team and performance | I/R | | ✓ |
| Full driving licence and access to own car to undertake travel needs of role within Tayside, West Dunbartonshire and the Highlands. | AF/I | ✓ | |