

Job Description

- TITLE:** Development Manager
- GRADE:** Management Spine
- REPORTS TO:** Group Director Capital Projects

Purpose of the Role

The Development Manager will support the successful delivery of New City College's capital development programme across its multi-campus estate. Reporting to the Group Head of Development and Capital Projects, the postholder will manage the development and delivery of capital projects from early feasibility through design, procurement and construction to completion.

The role will be responsible for coordinating consultants, contractors and internal stakeholders to ensure projects are delivered safely, efficiently, on time and within budget. The Development Manager will play a key role in translating the College's strategic estate objectives into deliverable projects that enhance teaching, learning and the student experience.

Working within a complex operational environment, the role requires strong project management capability, technical knowledge of development and construction processes, and the ability to collaborate effectively with a wide range of internal and external stakeholders.

The postholder will work closely with the Group Director and Group Head of Development and Capital Projects, Programme Manager and wider colleagues (especially Estates, Finance and Curriculum teams) to deliver the College's capital development programme.

Key Responsibilities:

Project Development and Delivery

- Manage the delivery of a portfolio of capital development projects and estate improvements across the College's campuses under the direction of the Group Head of Development and Capital Projects.
- Manage projects from feasibility and concept design through procurement, construction and handover.

- Assist in developing project briefs, feasibility studies, options appraisals and outline business cases.
- Monitor project progress, ensuring that programme, cost, risk and quality objectives are achieved.
- Coordinate internal stakeholders to ensure projects meet curriculum, operational and student requirements.
- Support the implementation of the College's estate strategy and campus master planning initiatives.

Consultant and Contractor Coordination

- Manage in the procurement and appointment of external consultants and contractors in accordance with College procurement procedures and relevant regulations.
- Manage the performance of appointed consultants including architects, engineers, project managers and cost consultants.
- Coordinate design team inputs and support the design development process.
- Attend and contribute to design meetings, site meetings and project progress reviews.
- Support the monitoring of contractor performance to ensure compliance with contract obligations, programme and quality standards.

Programme, Cost and Risk Management

- Manage the preparation and monitoring of project budgets and programmes.
- Assist with cost forecasting, reporting and change control processes.
- Identify project risks and support the development of mitigation strategies.
- Provide regular project updates and progress reports to the Group Head of Development and Capital Projects and as required to the Group Director of Development and Capital Projects and other Group Directors.

Compliance, Health and Safety

- Ensure projects comply with statutory and regulatory requirements including procurement, finance, planning, building regulations and health and safety legislation.
- Support compliance with Construction (Design and Management) Regulations (CDM 2015).
- Ensure appropriate documentation is maintained including risk registers, health and safety files and project records.

- Promote high standards of quality, sustainability, accessibility and design excellence across all projects.

Stakeholder Engagement

- Work closely with curriculum leaders, operational teams and support services to ensure project requirements are clearly defined and delivered.
- Coordinate communication between project teams, campus stakeholders and senior management.
- Support engagement with external stakeholders including local authorities, funding bodies and partner organisations where required.

Administration and Reporting

- Work closely with the Programme Manager to ensure accurate project documentation, reporting and record-keeping.
- Prepare project reports, capital programme updates, multiple Board and briefing papers for senior leadership and governance bodies.
- Support the preparation and monitoring of funding submissions, capital bids and investment appraisals.
- Maintain project information systems and document management processes.
- Ensure project documentation including contracts, approvals, planning documents and financial records are maintained and accessible.

In common with other managers:

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day to day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.
- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, including GCSE exam support.

In common with all other staff:

- To support and deliver the College's mission, vision, values and strategic objectives.
- Demonstrated ability to implement HR policies and practices within business support functions, through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.

- Proven ability to plan and deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification

Experience

- Experience of supporting the delivery of construction or development projects from inception to completion.
- Experience working with consultants, contractors and multidisciplinary project teams.
- Experience working in the education sector or public sector capital projects.
- Experience working with government-funded capital programmes such as DfE or ESFA funding.

Knowledge, Skills & Behaviours

- Knowledge of construction project management processes including design development, procurement and contract administration.
- Understanding of UK planning, building regulations and health and safety legislation including CDM 2015.
- Familiarity with JCT or NEC construction contracts.
- Knowledge of public procurement processes including Public Contracts Regulations.
- Excellent communication and stakeholder management abilities.
- Ability to work collaboratively within a complex operational environment.

Professional Responsibilities, Values & Commitments

- Possession of a degree and appropriate professional teaching qualifications.
- Educated to degree level or equivalent in a development, construction, architecture, engineering, surveying or project management related discipline.
- Membership of a relevant professional body (e.g. RICS, CIOB, APM, CIAT).

Additional Information

- The role is primarily based at the New City College Hackney Campus, with regular travel required across other NCC campuses.
- Some early morning, evening or occasional weekend work will be required to support project delivery or minimise disruption to College operations.