

Development Strategy Manager (Building Safety)

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we do and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open and transparent in your actions and words
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, show commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

Reporting to the Head of Strategy and Information Management, you will support the wider Development department to lead the planning, coordination, monitoring and reporting of all programme and project activities from initiation through to delivery.

The location

You'll be based at one of our main offices in either Farringdon, Croydon, Maidstone or Sittingbourne, with the option for working in a hybrid way when appropriate and as agreed with your manager.

What you'll be doing:

- Leading the planning, coordination, monitoring and reporting of all programme and project activities from initiation through to delivery.
- Working collaboratively with the Building Safety Team and other departments to delivery strategic projects, ensuring a consistent and integrated organisational approach.
- Working with the Head of Strategy and Information Management on the initiation of new projects, defining objectives, success criteria, governance structures and delivery methodologies.
- Preparing business cases and supporting documentation to enable informed decision-making.
- Identifying risks, dependencies and constraints early, and establishing mitigation strategies and clear decision-making pathways with the Head of Strategy and Information Management.
- Delivering stakeholder identification and mapping for projects.
- Ensuring robust governance is applied throughout each project lifecycle.
- Developing and maintain project plans with clear milestones and deliverables.
- Managing day to day project delivery, whilst coordinating activities across stakeholders.
- Monitoring progress against plans, resolving issues and managing change with the Head of Strategy and Information Management to ensure outputs align with the business case and agreed standards.
- Maintaining comprehensive project documentation, controls and reporting throughout the lifecycle.
- Producing regular reports on progress, risks, issues, budgets and performance metrics for governance forums and senior stakeholders.
- Tracking and measuring project outcomes against KPIs, benefits and quality benchmarks, and take corrective actions as directed by the Head of Strategy and Information Management.
- Building strong relationships with stakeholders at all levels, ensuring expectations are managed and engagement is sustained throughout delivery.
- Developing and delivering communication plans that keep stakeholders informed, aligned and engaged.
- Facilitating workshops, meetings and decision-making sessions to support progress and collaboration.
- Supporting teams and end-users through change, developing training materials, delivering briefings and ensuring smooth transition into business-as-usual operations.
- Working with operational teams to embed new processes, systems and ways of working introduced by the project.
- Capturing lessons learned and contributing to improving project management practices, tools and methodologies across the organisation.
- Ensuring your projects comply with all relevant Southern Housing policies and procedures, immediately reporting any non-compliance when it becomes apparent.
- No role profile can cover every issue that may arise and the post holder might be expected to carry out other duties, which are broadly consistent with those described.

What you'll need:

Skills, Experience & Knowledge

- Either hold or be working towards an industry recognised project management qualification (e.g. PRINCE2, APM, Agile etc.) or qualified by experience.
- Proven ability to coordinate complex projects from initiation through to delivery, with strong planning, coordination and monitoring capability.
- Strong risk management and organisational skills.
- Excellent communication and stakeholder management skills, with the ability to build strong relationships at all levels.
- Experience of change management is desirable.
- Strong attention to detail and highly organised, with the ability to manage competing priorities across a complex programme of work.

Size and scope of role	
LT Directorate:	Design & Technical
Area of responsibility:	Whole organisation
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