

ROLE PROFILE

Job Title:	Associate Director, Infrastructure National Markets	Location:	Coventry
Reports to:	Director, Infrastructure National Markets	Division/Dept:	National Markets

1. How they fit our business model:

Associate Directors in Infrastructure at SEGRO play a pivotal role in ensuring our development projects are brought to the market on time, in budget and to the correct quality and specification. As real team players, they keep their development colleagues updated on key milestones. They are highly experienced in managing risks - proactively finding creative solutions to problems

They work alongside the Development team, supporting delivery every step of the way from undertaking due diligence on potential new sites to the delivery of serviced land plots. They are able to offer essential advice on design and layout decisions which could impact business efficiency. As well as keeping the Development team up to date on project progress and milestones, our Associate Directors in Infrastructure become trusted business partners in the 'Delivery Team' – and are essential to its success – whilst working side by side with construction colleagues in Technical Development.

Associate Directors in Infrastructure provide SEGRO in-house resource to manage, coordinate and control external teams on all stages of a Infrastructure/Development Project from Concept, Initial Due Diligence, Land assembly through to Planning Applications, Procurement of Contractors with all necessary legals of Main Contracts and Appointments, Warranties from Contractors and Consultants.

The role includes assisting and inputting into strategic scheme planning & design, cost and programme management, ownership of the cost plan and reporting into the Project Appraisal. Supporting the Development and Finance teams with all aspects of Financial Control on the project from concept to completion, in order to provide high quality serviced land ready for development.

Our Associate Directors in Infrastructure must be able to coordinate a whole range of issues simultaneously. They thrive in a busy environment, where they may need to balance a variety of projects at once. With a cool head and absolute clarity in their communication style, they need to build strong relationships with the consultant team and third-party contractors to ensure every step in the process is smoothly and seamlessly delivered.

2. Summary of the Roles Main Purpose:

To provide Infrastructure services and support to our development team to provide quality serviced land. This is achieved by:-

- Carrying out due diligence of development opportunities
- Assisting and inputting into strategic scheme planning & design
- Preparing scheme cost plans and programmes to inform the project appraisal
- Assembling and supporting the planning team
- Procurement of the infrastructure delivery team
- Project managing construction works through to completion, including preparation of tender documents, contract documents, warranties and s278 documentation.

3. Principal Accountabilities:

(a) Team working:

Support Development Directors on initial technical and planning due diligence of sites to ensure successful land purchases.

Support Development & Finance Directors in preparing Project Financial Appraisals to ensure project viability.

Support Development & Technical Development teams in preparing Planning Applications, Consultation, S106 to ensure implementable planning consents can be delivered.

Support Development & Technical Development teams in preparing Tenders and negotiation of Main Contractors together with appointment and novation of Consultant teams, to ensure procurement of the best teams to deliver the Construction Works.

Support Development & Technical Development teams in Managing the Construction works on site, including all HSE monthly audits and reporting of incidents to the Segro team, to ensure Segro administer their responsibilities as Client on projects.

Supporting Development and Technical Development teams in managing cost and programme of live projects.

(b) Project coordination:

- Delivery of new, high quality serviced land plots on time, within specification and in budget for infrastructure projects.
- To protect business from adverse risk (cost uncertainties / project delays / unforeseen problems)
- To support the Technical and Development teams to ensure that the scheme design meets the market needs.
- To provide technical advice to the Development team.

(c) Selection and management of Third parties:

- To prepare scope documents for the planning and tender process.
- To support Technical and Development teams with the selection of the right team for the project, interviewing and negotiating with preferred planning disciplines, design and build contractors and presenting recommendations to the Directors for sign off.
- To manage and motivate a team of consultants and contractors through the project with fine attention to detail - ensuring the brief is maintained.

(d) Customer liaison:

- To build long term relationships with customers to ensure we are seen as the team of choice for all future schemes.
- To act as the first point of contact for technical queries.

4. Measures of Success:

- Collaborating with Technical Development, secure new sites
- Deliver budgeted profit from current committed development projects

- Deliver projects on time (including snags/ defects); to budget forecasts; and in line with market needs / customer expectations via management of third parties KPI's.
- Support the Technical Development teams to secure all necessary consents on sites, to allow development in line with the project programme.
- Deliver projects with enhanced Sustainability performance in line with corporate policy.
- Ensure positive compliance with all relevant legislation (Health and Safety, Sustainability).

5. Resources available to the Job-Holder:

- External consultant team, including Designers, Quantity Surveyors, Design & Build Contractors.
- Value range of projects from low £m's up to £350 million and ranging from infrastructure upgrades to complete logistics parks.
- External Project Managers to support projects, where resource is unavailable.

6. Level of Decision-making Authority:

- Making assessments of design and construction teams' abilities to perform and exceed their briefs.
- Making recommendations to the Infrastructure Directors on selection of teams, methods, budgets, programmes, procurement routes and contracts.

7. Core Areas of Knowledge, Skills & Experience:

(a) Essential

Must be able to demonstrate a knowledge and experience on Planning, Technical, Contractual and Financial management of infrastructure projects. In Particular must be able to demonstrate:-

- Knowledge of UK Planning Process and experience of preparing and submitting successful planning applications.
- A broad knowledge and understanding of individual planning disciplines and how each relates to one another, in order to assemble and appoint the planning team.
- Infrastructure cost plan budgeting
- Ability to review designs of projects and be able to give advice and comment on designs to ensure projects are viable and implementable.
- Experience of Design and Build forms of Contract (such as NEC)
- Affective ability to communicate at all levels of management within SEGRO and with all 3rd Party businesses. 3rd party stakeholders examples inc external consultants, planning officers, councillors etc.
- Degree / Professional construction related qualification
- Extensive knowledge and experience of project management, project design, specification and building construction techniques and details.
- Experience of Microsoft Project and Excel
- Ability to find practical solutions, think creatively and overcome obstacles
- Patience and resilience under pressure.

(b) Desirable

- **RICS or Institute of Project Management professional qualification.**
- Understanding of development appraisal process.
- Knowledge of legal background to design appointments, construction contracts, Agreements to Lease.
- Experience of Construction Design Management (CDM) regulations and Health & Safety responsibilities on employers, designers and contractors.

8. Special Job Requirements:

- Clean driving licence and ability to work flexibly visiting project sites as required.