



ADOPTIONS MANAGER




ABOUT THE ROLE

The main aim in this role is to ensure that all the estate completion infrastructure works are carried out within a pre-set budget. This will enable the release of the company's bonds and maintenance liabilities for all highways, sewers, pumping stations and public open spaces in order to obtain public adoption by the respective authority.

Responsible to: Technical Director

KEY RESPONSIBILITIES

- Appoint contractors / consultants when required for small works, monitor progress, inspect works and ensure completion of work to agreed Local Authority Standards.
- Proactively ensure that management agent handovers take place and that developer's responsibilities as managing company directors are removed by last legal completion.
- Conduct site inspections of the condition of infrastructure at the end of the maintenance period and specify all works required to achieve public adoption (including management companies).
- Monitor all adoption section agreements (i.e. section 38, 104, 278 and NAV agreements); ensuring reduction and cancellation of all the associated bonds within programme.
- Manage fees proactively and in full for all adoptions.
- Liaise with local authorities, bondsmen and company solicitors and management companies as needed.
- Resolve all issues arising from completed sites; ensuring that all titles deeds, maintenance bonds and other legal requirements are compliant in order to minimise and eliminate liability.
- Monitor expenditure to keep within budget allocation and to prevent cash flow disruption. Provide early warnings of any cost variance anticipated.

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- Provide Engineering support to the Technical and Commercial teams, including assistance with technical reports for land appraisals as required.
 - Produce monthly estate completions reports and budget forecasts for the regional board of directors.
 - Chair meetings, as necessary, to update on progress.
 - Ensure timely delivery of sectional agreements and offer value engineering proactively through the scheme's development.
 - Brief and commission items such as: topo surveys, utility surveys, road safety audits, ROSPA reports, ground investigations, as built surveys.
 - Review engineering designs to ensure cost effectiveness and buildability.
 - Resolve complaints from customers and members of the public.
 - Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
 - Continue to seek improvement and efficiency by implementing new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
 - At all times comply with company policies, procedures and instructions.

THE PERSON

What kind of person are we looking for?

- Good communication skills
- Analytical and critical thinking
- Good observation skills and willingness to learn
- Proficiency in Mathematics
- IT Literate
- Ability to work both in a team and independently
- Proactive and engaging with the team

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.