



CAPSEL HOMES

RECRUITMENT PACK

HEAD OF CAPSEL CONSTRUCTION

DEAR APPLICANT

Firstly, thank you for your interest in this exciting role with Capsel Homes, a subsidiary of Monmouthshire Housing Association.

This is an opportunity to join a Group of companies who are doing something different to allow them to do more and go further. Capsel represent more than just building, buying or selling properties! We pride ourselves on delivering excellent customer service in all that we do. In turn, this allows us to deliver on our community, social and environmental goals. Examples include increasing the quality and specification of our homes, donating gift aid, supporting the local supply chain and securing additional targeted recruitment and training through our procurement.

We have a clear business plan to support the construction and development of both affordable homes for Monmouthshire Housing Association and desirable homes for sale.

The Head of Capsel Construction is a key role at Capsel and will be a member of the senior management team within the organisations structure. The successful candidate will be an experienced construction professional and evidence delivery of residential development projects. You will work closely with the Acting Managing Director and the Board to manage the construction programme.

Capsel is not just a developer and constructor. You will work closely with our Head of New Homes and Business Support to deliver our strategy on environmental, social and governance commitments.

On the following pages you will find details of the role, and the selection process to assist you in completing and tailoring your cover letter and curriculum vitae. We look forward to hearing from you.



Elgan Jones
Chair of Capsel Board



Chris Kinsey
Acting Managing Director



ABOUT US

Capsel Homes was incorporated in May 2012 to support Monmouthshire Housing Association in the delivery of its corporate plan. In its early years, the company became involved in a number of different operations including property maintenance and the management of private rented homes. Today, Capsel has a clear focus on its core operations around construction of affordable homes, development of homes for sale and estate agency services. These operations complement one another seamlessly to provide the highest level of customer care throughout a customer's journey with us.

We are a dynamic and growing business who are establishing themselves as producing high quality homes. However, we do not see ourselves as direct competition with other SME developers. Through closer partnership working and innovative arrangements, our purpose to support social and community causes is clear.

As a commercial subsidiary of Monmouthshire Housing Association, we have the support and financial backing of a major organisation which has enabled us to build a 5 year business plan centred around a development programme and a construction programme.

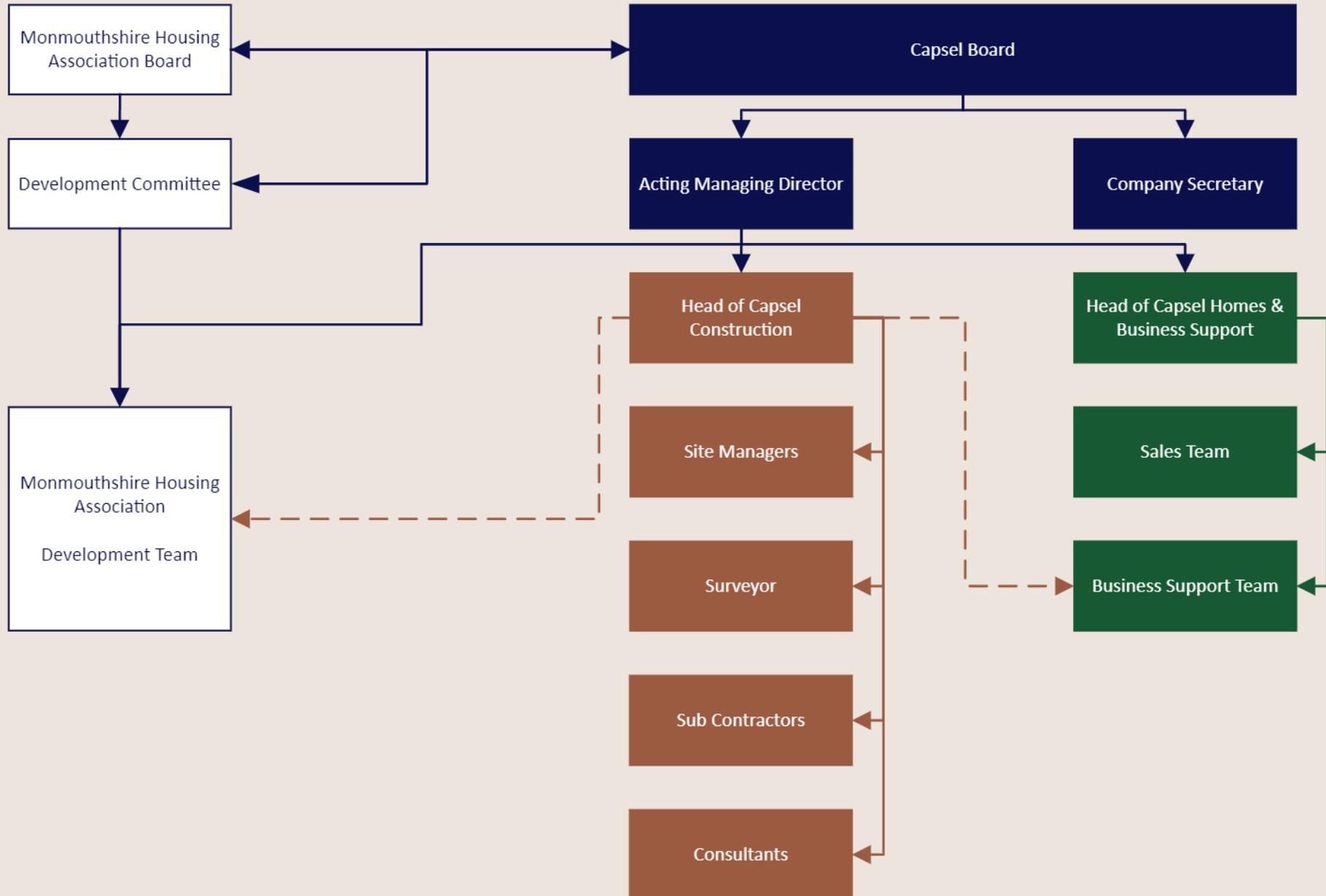
We currently have 24 homes under construction with a further 35 homes programmed to start on site within the next 12 months. Our programme focuses on smaller sites in great locations with a focus on quality and not quantity.

Our environmental, social and governance reporting approach underpins Capsel's activities across all our operations. It sets out our approach to sustainable purpose and forms the basis of our decisions by focusing on our approach to sustainable development, business ethics and compliance, people and culture and social responsibility.

Capsel is an ISO14001 (Environmental Management) and Green Dragon accredited company. In addition to the legislative and Local Planning Authority requirements Capsel seeks to reduce its negative impact on the environment in operations, construction methods and the properties we develop.

Engendering an open, sustainable, and respectful culture is one of our key objectives. We value everyone and strive to work as one team. We invest in our people and their working environment by creating and maintaining a safe, healthy, and flexible working environment and ensuring their ongoing professional and personal development.

OUR STRUCTURE





ROLE PROFILE

Capsel Construction acts as Principal Contractor, delivering construction and other building works for new residential developments and, on occasion, extensions and major refurbishment works to existing properties. The role of Head of Capsel Construction is to manage the delivery of these services primarily through effective contract management of third parties and site managers.

KEY ACCOUNTABILITIES

- Responsible to identifying and acquiring new business opportunities.
- Responsible for negotiating and managing third party contracts to ensure effective delivery of the contract within time, cost and quality.
- Responsible for the delivery and quality of construction and refurbishment works in line with customer and company agreed requirements and expectations.
- Manage the site managers to ensure the co-ordination of the works of the site teams including sub-contractors and external supply chain.
- Implement and maintain quality assurance methods/standards to assure delivery of projects.
- Implement and maintain Health, Safety, Quality & Environmental procedures throughout the project life cycle to ensure full compliance with all company HSQE standards, policies, processes, ISO accreditations and legislative requirements.
- Ensure all programmes, plans, method statements and risk assessments are robust, up to date, understood and implemented.
- Be aware of and ensure contract terms are understood and adhered to.
- Ensure that all site records are kept up to date in line with company and legislative requirements.
- Develop and maintain close relationships with all appropriate internal and external stakeholders, including customers, sub-contractors and supply chain.
- Manage budgets, procurement and financial status in line with the requirements of the CM & QS role – e.g. valuation, procurement.
- Identify and escalate any potential issues to the Acting Managing Director.
- Coordinate dispute resolution processes where these are initiated.



PERSON SPECIFICATION

Qualifications and knowledge:

- Relevant degree (e.g. Quantity Surveying, Surveying, Construction) or equivalent level gained through relevant training and work experience.
- Membership of the Chartered Institute of Builders (CIOB), Royal Institution of Chartered Surveyors (or equivalent) or equivalent experience.
- Thorough knowledge of legislation, statutory regulations and best practice relevant to new homes development including evidence of ongoing CPD, including knowledge of modern methods of construction.
- Knowledge of health and safety legislation, including requirements applicable to construction health & safety. Must hold SMSTS qualification ahead of start date.
- Experience of negotiating and managing sub contracts to achieve best value.
- Construction experience, including working within build contracts such as JCT / NEC. Including cost management and financial skills.
- Programme and project management to include development / construction contract documentation and administration.
- High level of oral and written communication skills, including report preparation and presentation.
- Full driving licence and access to a vehicle.

Experience:

- New homes development, procurement and construction works experience.
- Collaborative or partnership working.
- Previous team management experience at a senior level including directing consultants.



KEY TERMS

COMPETITIVE SALARY

CIRCA. £55,000

ANNUAL LEAVE

27 DAYS PLUS 8 BANK
HOLIDAYS

40 HOURS PER WEEK

MAY REQUIRE OCCASIONAL
OUT OF HOURS



ADDITIONAL BENEFITS

BUY AND SELL ANNUAL
LEAVE

REMOTE WORKING

BUPA MEDICAL CASHPLAN

ADDITIONAL WELLBEING
PROVISIONS

ACCESS TO FINANCIAL
SUPPORT FOR PERSONAL
DEVELOPMENT

ACCESS TO ELECTRIC POOL
CAR



KEY DATES & SELECTION PROCESS

CLOSING:

21ST JULY 2024

SHORTLISTING:

22ND JULY 2024

INTERVIEWS:

5TH AUGUST 2024

Please submit your cover letter and CV or complete the application form.