**Adoptions Manager**

An exciting opportunity has arisen for an experienced Adoptions Manager to join our Technical team.

Reporting directly to the Technical Director you will take the responsibility for and to manage the procedure of roads, sewer and public open space adoption works and to ensure tight control of all bonds and costs associated with these works.

The successful candidate will also, prepare a report and present to the Regional Management Team on completed estates liabilities; understand and report on any legal implications and impediments which prevent the adoption of sewers, roads and public open spaces; Undertake joint inspections with highway authorities, water companies and other adopting bodies to establish the extent of any remedial works required to enable timely adoption.

This is a chance for an accomplished and enthusiastic professional with excellent communication. The candidate must have a strong engineering and technical background / strong on site knowledge and experience, and be familiar with the adoptions process.

**The Role:**

* To review existing bond liability and identify where they can be reduced / eradicated. To focus on reducing these in a structured way, targeting quick wins and larger bonds in the first instance, whilst ensuring a programme for the removal of all bonds is maintained and updated accordingly.
* To manage the overall bond liability via the TW bond database and identify the key triggers to facilitate reduction. Ensure the dates for these are clear and that all steps are identified and the necessary inspections and certificates are applied for, with required works undertaken in the most cost efficient and timely manner.
* Prior to new sites finishing, to work with the Production Department to ensure a timely issue of a maintenance certificate for both roads and sewers. To ensure adoption standards are met and the bonds are reduced at all available trigger points as soon as possible.
* Ensure all Health & Safety Method Statements and Risk Assessments are approved by the Production Director/H&S Regional Advisor prior to commencing maintenance works on completed sites.
* Seek quotations for highway, drainage, M&E, street lighting and landscaping remedial works using approved Contractors as agreed with the Commercial Director
* Undertake tender comparison and analysis and submit to the Commercial Director for authorisation
* Prepare and review annual cost plans/cash flow projections for adoption works in conjunction with the Commercial Director
* To ensure grounds maintenance contracts are in place for all completed estates and that they are reviewed regularly and are ceased at the appropriate time when such time adoption takes place.
* To ensure compliance with the CDM-EMS procedure during the arrangement of adoption remedial works.

**The Person:**

* Relevant experience in a similar position with a recognised housing developer or with a Highway / Drainage Authority.
* Experience in estate roads and sewer design, construction and inspection.
* Experience in preparing schedules of work, bills of quantities and undertaking tender analysis of such works.
* A methodical and accurate approach to all tasks with close attention to detail.
* Competent computer skills, including AutoCAD, Microsoft word, excel, outlook etc.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.