

Gravesham Borough Council

Division:	Housing
Department:	Development & Assets
Post Title:	Senior Development Manager
Grade:	POC/D
Hours	37 hours per week
Responsible to:	Assistant Director (Housing Development & Enabling)

Job Description

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes.

Job Summary

To provide support to the Assistant Director (Housing Development & Enabling) (ADHDE) too regularly monitor and review progress against the Development Strategy and action plan including processing of confidential information.

To work with the ADHDE and the team to deliver the Council's Development Strategy 2022-27 and objectives of providing high quality new affordable Council homes as set out in the Corporate Plan.

To help to grow the programme to at least 100-200 Units per annum. To manage a portfolio of residential development projects working closely with internal and external stakeholders.

This is a senior role within the team and is the lead for Gravesham Borough Council (GBC) direct development portfolio, capable of bringing opportunities forward in direct development and also leading effective partnerships in the 'intelligent' client role.

Working closely with internal stakeholders and external consultants to translate development and regeneration opportunities within GBC asset portfolio into delivered schemes.

Scope projects, prepare business cases to support decisions around the appropriate delivery structure. Bring additional capacity and capability to deliver the project. Develop and own the GBC direct development strategy and set clear objectives and priorities within the portfolio.

Line management responsibilities for their direct reports, Project/ Development Manager (PDM), Development Officer (DO) and Quality Control Officer (QCM)

To be responsible for delivering a programme of developments through to handover and final evaluation.

To identify, develop and complete new council housing schemes by leading and managing the operational team to increase social housing in the Borough.

In this role, you will manage the entire development process from site identification and appraisal, the design and planning stages, through to completion and handover whilst liaising with various stakeholders to ensure that developments are appropriate, meet corporate and departmental objectives and are reflective of council housing needs.

Principle accountabilities:

1. Managing and leading the day to day operations of the Development Team, as well as project managing individual schemes.
2. Lead on direct developments.
3. Work with the Assistant Director (AD) to develop the pipeline, adjusting the timescales in a quarterly review. Monitor and prioritising work streams.
4. Work with the AD to develop working relationships with stakeholders/developers/RP's
5. Manage the development of Feasibility studies and associated appraisals and review with the AD what will come forward into the pipeline
6. Set the pre – planning budget and manage the appointment of appropriate resource to the project
7. Manage internal and external consultation on the project
8. With the AD review the project prior to planning submission
9. Manage the post planning process with the Project Manager
10. To take the lead responsibility for project managing and progressing more complex and higher value schemes
11. To monitor and manage and report progress against milestones, cashflow and expenditure against budget.
12. Manage regular reporting of process against budget and programme up to AD on each project, reporting variations and where needed seeking approval to variations.
13. To ensure the portfolio are handed over on time, on budget and to agreed standards.
14. Take corrective action where necessary to ensure delivery of schemes within agreed budget and timescales
15. Together with AD set clear targets for the pipeline in line with the Development Strategy.
16. Adopt and comply with strategy and regulatory requirements, comply with statute and Council policy in all respects, policies & procedures, including Health & Safety at work Act 1974. Equality & Diversity, Procurement, Safeguarding, Value for Money, The Data Protection Act, the Freedom of Information Act and other legislation.
17. Participate as required in the Council's Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours. The post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder's competencies in other departments and/or at other locations
18. No job description can cover every issue which may arise within the job at various times and the job holder is expected to carry out other duties from time to time, which are broadly consistent with those described.

People Manager Principal Accountability include:

1. Inspire, lead and be a role model, consistently demonstrating GBC culture and values.
2. Manage, motivate, support and develop the team leading by example to ensure excellent services are provided in line with GBC policies.
3. Manage the team/ department spend within the agreed budget and deliver value for money at all times.
4. Ensuring the team have resident focus in all that they do.

General

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council's Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours. In the event that an incident has occurred which disrupts the council's ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder's competencies in other departments and/or at other locations.

A commitment and contribution to the Council's Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

A commitment to excellent customer service and the values of the Council

Person Specification

Knowledge, skills and ability

	Essential	Desirable
1. <u>Knowledge</u>	<ul style="list-style-type: none"> • A demonstrable understanding of the development and Construction process across a range of building and tenure type • Understanding of contract law and procurement practices • To have or be working towards a professional qualification in a related field, i.e. MRICS, CIOB or to have relevant project management experience 	<ul style="list-style-type: none"> • Local government financial procedures / budget monitoring Awareness of the issues relevant to Local Authorities pertaining to Local Housing Companies and other

<p><u>SKILLS</u> (Specific skills and abilities required to undertake the duties)</p>	<ul style="list-style-type: none"> • Demonstrable experience of effectively managing development programmes and complex schemes • Homes England standards, requirements and procedures • Comprehensive understanding of different procurement processes, including contract law and structures for; <ul style="list-style-type: none"> ➢ Design & Build ➢ Construction Management ➢ Joint Ventures ➢ Special Project Vehicles ➢ VAT saving vehicles ➢ Development Agreements ➢ Golden Brick arrangements etc. ➢ Understanding of other legal aspects of development including: <ul style="list-style-type: none"> ➢ Rights of Light ➢ Party Walls ➢ Restrictive covenants etc. ➢ Ability to create high performing project teams including a full range of Consultants to provide technical and specialist advice. Clear understanding of roles and responsibilities for <ul style="list-style-type: none"> ➢ Architect/designer ➢ Principal Designer ➢ Other safety consultants, e.g. fire, gas, asbestos, legionella ➢ EA/QS ➢ Engineers ➢ M&E, incl lifts ➢ Landscaping ➢ Understanding of common and emerging design and construction defects and how to avoid them • Excellent project and programme management skills • Excellent financial and numerical skills including budget and cashflow management • Excellent written, presentational and verbal communication skills including report writing skills and ability to present complex development matters clearly and concisely to a range of audiences • Excellent customer service skills • Strong organisational skills • A 'can do' attitude • Excellent procurement and negotiating skills, with a track record of securing good value contracts, planning, tendering and evaluation • Excellent interpersonal skills and ability to form long lasting productive relationships with 	<p>similar development vehicles</p> <ul style="list-style-type: none"> • Experience of local government practices and procedures
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<p><u>ABILITIES</u></p>	<p>contractors, consultants, developers and other key partners</p> <ul style="list-style-type: none"> • Excellent IT skills • Ability to produce and interpret KPI's and Management Information • Ability to write reports • Ability to plan and prioritise workload • Ability to effectively manage, motivate and inspire staff, focusing them on successful outcomes • Ability to interrogate and manage the professional team to ensure optimal delivery, coordinating parties to add value • Ability to source and analyse detailed numerical and financial information, including excellent cashflow and budget management skills • Ability to control and manage costs. • Competent working with financial appraisal outputs to demonstrate viability • Ability to liaise with all stakeholders and partners at all levels • Ability to motivate and manage professional teams, and ability to persuade and influence colleagues and stakeholders • Advanced ability to interpret drawings, specifications and technical documents • Ability to work effectively under pressure • Excellent attention to detail • High level of proficiency; clear listening, questioning and reasoning ability • Ability to work both as part of a team and on own initiative 	
<p>QUALIFICATION / TRAINING (Educational / vocational qualifications and other training) <i>Verification will be required</i></p>	<p>Degree or professional qualification in an appropriate subject or working towards a professional qualification in a related field such as housing, building, architecture, surveying or planning, or with demonstrable equivalent experience</p>	<ul style="list-style-type: none"> • A recognised management qualification • MRICS,CIOB or have relevant project management experience
<p>Health & Safety Obligations</p>	<ul style="list-style-type: none"> • This role has a duty of care under the H&S Work Act. This means the post holder will be familiar with the relevant legislation and will work in a safe way. As a staff member will take responsibility for own safety as well as the teams safety and work in collaboration with the H&S officer to minimise any potential risks 	

Data Protection Obligations	<p>This role has a duty to maintain the security and privacy of personal information of residents and colleagues. Post holder will need to be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data in to GBC systems. Understand it is everybody's responsibility to resolve data inaccuracies as and when they are found</p>	
SPECIAL CONDITIONS (e.g. willingness to work unsocial hours or wear a uniform)	<ul style="list-style-type: none"> • Ability to carry out site visits • In possession of a UK Driving Licence, and with access to a car insured for business use. <p>Able to work outside office hours as role includes attendance at evening and weekend meetings (e.g. committees & events within the borough) and, from time to time, to work hours required to meet pressing deadlines that may exceed contracted hours</p>	