

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Development Manager (Partnerships and Commercial Ventures)	<b>Grade:</b>	PO8
<b>Reports to (Designation):</b>	Strategic Lead of Partnerships and Commercial Ventures	<b>Grade:</b>	SMG3
<b>Directorate:</b>	Inclusive Regeneration, Place	<b>Section:</b>	Strategic Housing Delivery & Partnerships

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#### Main Purpose of the job:

The post will be responsible for the project management of new build construction, estate regeneration schemes and/or partner-led schemes within the Building for Lewisham (BfL) Programme. Realising the Council's development aspirations through the successful delivery of a range of development contracts that impact services across the Council from Housing to Property and People.

The postholder will act as the lead representative and key project manager of assigned schemes – ensuring a quality product is provided for the Council's residents. Ensure the Council's requirements are met, and the interests of the Council are protected regarding, but not limited to; BSA and other contractual compliance, programme management, legal requirements, building control, charging, audit, health and safety, and quality and design code for acquisitions.

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#### Summary of Responsibilities and Personal Duties:

Reporting to their Strategic Lead, the postholder will source, appraise, scrutinise, and manage a pipeline of high value affordable housing schemes that (with varying contracts such as design & build, investment partnerships, s106 and other package deals and land led developments) have extensive policy and service implications for the Council. Working independently and with senior officers in new and regularly challenging situations across diverse delivery and regulatory environments to negotiate designated deals to ensure the Council achieves the optimum benefits in terms of cost and risk exposure.

- Working with Design and Feasibility team to undertake new initiatives activities in relation to the new business opportunities to increase delivery pipeline, taking schemes from site investigation/options appraisal to planning consent.
- Working with senior leaders as a development management expert to prospect opportunities that have substantial impact on Council resources – appraising the schemes with internal stakeholder input, providing accurate and reliable advice to decision makers (in accordance with the approved investment parameters and the scrutiny processes) on appropriate and prudent actions.
- Acting on behalf of the Council on development projects; committing it to course of actions involving a substantial impact on resource. As such, prudently managing risks to the delivery of the projects through robust planning, maintaining a risk register and ensuring that suitable contingencies are put in place.

- Assist and guide contractors/developers in successfully navigating the borough's planning process ensuring planning conditions are satisfied prior to practical completion by ensuring the timely and sufficient submissions of required applications to the required standard.
- Appoint and directly supervise design services teams; regularly issuing directions and monitoring quality of output.
- Procure and manage enabling and construction contractors, including representing the Council at site meetings and monitoring progress, giving clear directions as to the Council's requirements, driving value for money and challenging costs when necessary and enabling the development by liaising with statutory service providers and Highways to arrange easements and other necessary legal agreements.
- Monitor and evaluate delivery of high value projects where overspend, delay or failure can have significant financial and reputational impact on the Council to ensure schemes are delivered on time and within the agreed budget to the council's required quality standards and specification. Where required, make timely recommendations for change and manage their implementation.
- Use project and programme management techniques to manage workloads and ensure the department remains compliant with legislation, delivers its housing corporate business priorities in line with standing orders.
- Managing all negotiations in a transparent, trustworthy, and honest manner and ensuring the reputation of the council is always safeguarded and that projects are contracted in accordance with council policies and procedures.
- Progress a detailed brief, procure, appoint, and manage the multi-disciplinary project team, including architect, town planner and wider consultancy and supporting advisory team.
- Ensure the delivery of new schemes is coordinated appropriately with council colleagues and ensure their buy-in and awareness, including Sales & Marketing, Property, Housing Management, Lettings, Finance, etc. ensuring all involved are updated on progress and handover.
- Commission and evaluate technical reports and specialist surveys, as well as legal due diligence, as required for planning and design development.
- Ensure LBL design and technical standards and specifications are delivered throughout the procurement and development processes, drawing on the expertise of in-house colleagues as required.
- Build effective relationships with residents and key stakeholders as part of a design process to ensure residents and other relevant external stakeholders can meaningfully shape the detailed design proposals and influence outcomes.
- To ensure all schemes meet required quality standards and are handed over efficiently to sales and lettings teams upon completion. Includes attending sites for inspections with Clerk of Works which will occasionally require physical effort in awkward or constrained positions and significant occasions involving some exposure to disagreeable or difficult surroundings and conditions such as noise and temperature.
- To oversee post completion requirements to achieve defects sign off effectively and efficiently ensuring that contractor responsibilities are carried out and tenants are minimally satisfied.

- Undertake all procurement and development activities in compliance with statutory regulations and company governance.
- Review and challenge design proposals based on cost, quality, and suitability for purpose.
- Manage the preparation and submission of planning applications, including preparation and negotiation of Section 106 in consultation with the LPA.
- To support where required, on the preparation of such matters as Employers Requirements, Technical Specifications, quality standards, appraisal assumptions, etc.
- To ensure all scheme files are appropriately organized and maintained up to date with retention of all key information for future reference in an appropriate standard format to enable ease of access and use.
- Prepare approval reports and progress update reports, highlighting any variances.
- Working with their Strategic Lead and the Strategic Lead of Strategy and Programme Management Office to coordinate bids with GLA for grant funding as required
- To be receptive to opportunities for professional development, learning and effective collegiate working across the department and wider council.
- Where required, to oversee and support, through supervision and appraisal, a Development Officer or other junior staff as agreed.
- Effectively manage development projects to ensure best practices are followed, costs are controlled, and all projects maximise contribution to the company's strategic objectives.
- Preparation of required reports and present as required to Board, Directors, and Shareholder.
- Promote and ensure collaborative working with other company departments council departments to ensure effective delivery of development targets and plans.

### **Expectation of Lewisham Employees**

1. Adapt the planned delivery of services to ensure changing community and customer needs.
2. Monitor and review service outcomes ensuring effective delivery of personal and team objectives.
3. Ensure the continuous improvement in services using creative and informative inventions as well as effective performance and quality management.
4. Plan, deploy and co-ordinate people resources to meet changing operational needs.
5. Ensure services meet statutory and identified organisational standards and regulations.
6. Ensure an understanding of the impact of your service on other functions.

Internal Contacts: These include Chief Officers, elected members, other Councilors, senior staff in other Directorates, members of the key governance boards and working groups

External Contacts: This will include public sector organisations (e.g., GLA), senior central government staff, MP's, members of the public, local interest groups and voluntary sector organizations, strategic partners, and stakeholders. It will also include consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers, Professional bodies.

7. To carry out the duties of the post with due regard to the Council's relevant codes and procedures.
8. To carry out duties with due regard to the Council's values and behaviours.
9. All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.
10. Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.**

Number of fully managed staff: none

## PERSON SPECIFICATION

**Job Title:** Development Manager

**Grade:** PO8

**Department:** Place

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Knowledge</b>	
Substantial local knowledge of both the social housing and wider residential sectors, in particular an expert understanding of social housing development, housing management and regulatory requirements	
Knowledge of housing pre-construction development and construction project management	S
Sound knowledge of the planning process, including negotiation of S106 agreements and unilateral undertakings	
Demonstrable knowledge and understanding of contract/relationship management in housing delivery	S
Good understanding of sourcing and contracting residential affordable housing investments and/or developments, particularly the various approaches for achieving additional affordable housing supply	S
Thorough knowledge of the GLA / Homes England working practices and systems	S
<b>Aptitude</b>	
Maintaining trustworthy relationships with developers and house builders that are current and potential future partners and clients.	
Ability to engage constructively with residents and community to ensure effective delivery and achievement of social benefits.	S
Delivering good returns and effective project management and risk management.	S
Ability to develop new business relationships and new project initiatives	S
<b>Skills</b>	<b>To Be Tested – T</b>
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	
Strong IT skills including the Microsoft Office suite, and the ability to use specialist or project management software (such as Spreadsheets or SDS Sequel) to project manage schemes on site.	
Ability to interpret and appraise and oversee the development of planning drawings up to working construction drawings.	
Strong project management skills with proven success in managing multiple large scale construction projects simultaneously.	
Excellent communication skills, able to interpret and write financial reports and deliver these to Senior Management	
Ability to complete and interpret financial appraisals	

<b>Experience</b>	
Good experience in housing project management with a demonstrable track record of successfully delivering a variety of housing development and regeneration schemes within a similar organisation with comparable scope of responsibilities, budget, and resources.	S
Good demonstrable development management experience of progressing housing delivery from pre-construction through on-site construction to project closure – including handover and DLP.	
Good experience of contract/relationship management in housing delivery – with track record of successfully commissioning, instructing and client managing a range of professional consultancy services and working developers/contractors and employers' agents.	S
Proven experience of implementing legal agreements for affordable housing supply – e.g. services and works contracts, section 106 agreements, party wall agreements, easements, etc.	
Experience of dealing with resident and public complaints and consultation and engagement.	
Experience supporting GLA / Home England bid submission process and responding information requirements.	
<b>General Education</b>	
Educated to degree level in built environment related field or equivalent experience	
Royal Institution of Chartered Surveyors membership or equivalent recognised institutional body is desirable but not essential.	
<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relates to this post	
The ability to prioritize the well-being of residents while balancing development goals	
<b>Personal Qualities</b>	
Regularly reviews and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery.	
A strong commitment to social impact and an understanding of the challenges faced by low-income communities	
Shares information with stakeholders and involves them in decisions that affect them.	
<b>Circumstances</b>	
Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	
<b>Physical</b>	
Generally, candidates must meet the standard Lewisham requirements for the post	

**DBS Disclosure Required**    **Basic** ☐    **Standard** ☐    **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)