

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Senior Development Manager (Technical Design & Construction)	Grade:	SMG1
Reports to (Designation):	Strategic Lead of Housing Delivery	Grade:	SMG3
Directorate:	Inclusive Regeneration, Place	Section:	Strategic Housing Delivery & Partnerships

Main Purpose of the Job & Core Objectives:

Based in the Housing Delivery team, the post has direct development management responsibility for projects within the Building for Lewisham (BfL) programme and portfolio responsibility for technical design and construction across all the division's delivery; including being the responsible person for assuring schemes comply with build design and regulations, particularly the Building Safety Act.

Reporting to the Strategic Lead of Housing Delivery and line managing the Clerk of Works and the Development Officer with portfolio responsibility for defects and aftercare, the post holder will advise and lead on build design and construction quality assurance for all schemes with the BfL programme whether partner-led, regeneration or direct delivery.

Summary of Responsibilities

The postholder will be responsible for:

Technical Design and Construction

The postholder will have portfolio responsibility for the development of technical specifications (including Employers Requirements), for building quality control and safety and for advising to construction contract management on all Council owned delivery, whether through direct delivery, area regeneration, acquisition, or development partnerships:

- Work collaboratively with colleagues in Housing, the Design and Feasibility team and with the Sales & Letting Manager to develop schemes that meet housing need, commercial, operational and maintenance requirements of the Council.
- Assist Strategic Lead of Delivery in formulating and implementing the strategy for business growth and development in accordance with Lewisham Council business plan objectives
- Lead on Design Quality Management and Technical Specifications across all BfL projects; including oversight of Building Safety Act compliance. Reviewing and challenging design proposals based on cost, quality, safety and suitability for purpose.
- Be responsible for ensuring there are robust risk management systems are in place for all BfL projects and working with the Capital Programme Coordinator (Performance and Information) ensure they are applied in accordance with corporate policies and procedures.
- Responsible for management of Clerk of Works, the Development Officer (Defects & Aftercare) and other construction quality management staff, consultants & contractors as appropriate in accordance with business requirements

Development Management

The postholder will have development management responsibility for the delivery of new complex residential-led mixed-use developments, including direct delivery, regeneration and partnership schemes. Having expert input from site identification through design & planning to delivery, and being accountable for the achievement of projected quality, programme, costs and financial outcomes:

- Specify and support design development (achieving required approvals and consents) and procure services and main contractor for approved schemes to achieve construction start to timescales, including those being delivered through partnership working with developers as appropriate. Undertaking all procurement and development activities in compliance with statutory regulations and programme governance and in consultation with all internal and external stakeholders.
 - Ensuring LBL design and technical standards and specifications are delivered throughout the procurement and development processes. Reviewing and challenging design proposals based on cost, quality, and suitability for purpose. Commissioning and evaluating technical reports and specialist surveys as required for planning and design development.
 - Procuring and leading multi-disciplinary project teams. Managing team outputs, purchase orders, drawdown schedules and invoices.
 - Taking responsibility for obtaining project approvals, drafting approval reports for Board and submissions for funding. Preparing governance reports and present new business proposals, development updates etc as required to project board and senior management as required.
- Manage financial viability and provide updates for the project-wide financial model on a regular basis, including residential revenue, construction costs, programme, consultant fees etc, and ensure projects meet all financial hurdles and agreed model assumptions.
- Lead and manage the preparation and submission of the planning application process to ensure delivery of the planning permission within statutory timeframe and within budget, including preparation and negotiation of the Section 106 in consultation with the Local Planning Authority (LPA) and regional authority where appropriate.
- Lead on contractor procurement. Liaising with Procurement & Legal colleagues and other advisors to draft tender documents (ensuring compliance with statutory regulations and programme governance) and evaluate technical and commercial proposals from developers/contractors, including supporting negotiations to finalise contractor contractual agreements.
- Manage major and/or complex schemes (such as estate regeneration, schemes high-risk buildings or multi mixed uses) from post planning consent to handover. Managing consultants and contractors, engaging internal and external stakeholders working with Clerk of Works to assure quality, controlling risks and costs, resolving issues, and achieving programme and other requirements and expected benefits.
- Oversee handover and defects liability period. Working with the Development Officer (Defects & Aftercare) & Housing colleagues to resolve issues and achieve project closure; including snagging and queries, pre handover inspections and sign-off, post completion reviews, defects monitoring, contractor liaison, customer queries & contract reconciliation. Where required, supporting resolution of latent defects and claims against contractors/consultants and/or building warranties.
- Provide technical advice and oversight on developer led and partnership/joint venture schemes. Supporting development managers on procurement, contract & relationship management and/or construction risk, cost & quality management matters.
- As a senior manager within Housing Delivery, lead in the forecast, management and control

of programme timescales, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met and in line with Lewisham's governance, approval and performance management processes.

- Build effective relationships key internal stakeholders, as part of the development planning process to ensure their influence and buy-in of proposed schemes at all stages, and with external stakeholders such as residents, consultants, contractors, suppliers, developers, adjacent landowners and funders.
- Work closely with Capital Programme Coordinator (Strategy, Communication & Engagement) to ensure residents are fully informed; provide updates and content for newsletters, website, etc.
- Work closely with Capital Programme Coordinator (Performance and Information) to forecast, manage and control programme, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met and in line with Lewisham's Gateway process.
- Support the Strategic Lead of Housing delivery in effectively managing the development function to ensure best practices are followed, costs are controlled, and all projects maximise contribution to the councils' strategic objectives.

Senior Manager Role & Expectations

As a Lewisham Senior Manager, you will:

1. Take line management responsibility as team grows.
2. Promote and ensure collaborative working with other council departments to ensure effective delivery of development targets and plans.
3. Comply with the Equalities Framework policy, supporting good working practice and fair opportunities for all staff, and understanding of the benefits of equality and diversity.
4. To undertake such other duties, and training as may be reasonably required, and which are consistent with the general level of responsibility of this post.
5. Build and maintain an in-depth knowledge of the Housing sector, competitors, and drivers both locally and in the UK. Keep abreast of policy changes in the sector.
6. Keep abreast of changes and developments in planning, design and construction practice and take responsibility for sharing and dissemination of information to develop the departments knowledge and understanding.

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 policies, 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 directly managed staff: 2

Title:	Grade	No of posts
Clerk of Works	PO8	1
Development Officer (Defects & Aftercare)	PO3	1

PERSON SPECIFICATION

Job Title: Senior Development Manager (Technical & Construction)

Grade: SMG1

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.

Equality & Diversity	
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.	
Knowledge	
Demonstrate awareness of current and future market conditions/trends and construction and development opportunities.	
Expert understanding of all aspects of construction, cost management, design, and fit out projects effectively and efficiently from initiation through fit out.	S
A detailed and practical understanding of existing and pending legislation, issues and financial constraints facing local government and specifically the government policies relating to asset use, housing, planning and regeneration and how they will impact on a local authority managing a major property portfolio and / or regeneration programmes.	
Advanced technical knowledge of design and construction quality management	S
Detailed knowledge and understanding of traditional and modern methods of construction including promoting and encouraging innovation and a culture of continuous improvement	
Detailed knowledge and understanding of the planning process and relevant national, regional and local planning and regeneration policy and legislation. In depth knowledge and understanding of current legislation, issues and policies at local and national level in relation to housing supply	
Aptitude	
Strong leadership, project management expertise and attention to detail	
A high degree of commercial awareness and an ability to critique financial appraisals, manage costs, maintain and improve quality, deliver construction to set timescales, manage risk and anticipate problems and opportunities	S

Able to successfully operate in an environment where priorities are constantly developed, changed and conflicting	
The ability to think creatively and develop practical solutions to long-term and short-term problems.	
Skills Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Solid project and relationship management skills	
Strong commercial acumen and financial management skills with the ability to undertake development viability appraisals, with an in-depth understanding of development appraisal tool kits	
Proficient in negotiation techniques, consistently securing favourable terms, agreements, and collaborations that ensure mutually beneficial outcomes for the council and its strategic partners.	S
Ability to interpret and appraise and oversee the development of planning drawings up to working construction drawings	S
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.	
Able to use project management tools and techniques, such as Gantt charts, risk matrices, and dashboards	
Excellent communication skills, able to interpret and write financial reports and deliver these to Senior Management.	
Experience	
Advanced experience in technical design and construction quality management	S
Advanced experience (minimum 8+ years' experience in similar role) in delivering a variety of small to large-scale/complex schemes with a successful track record of delivering high quality outcomes from inception to completion – with emphasis on post planning phases.	S
Demonstrated experience of project procurement and differing routes available.	
Demonstrable experience of having senior level budget and resource management responsibilities within a similar organisation with comparable scope.	
Experience of successfully operating in an environment where priorities are constantly developed, changed and conflicting	S
Experience of working with the GLA/Homes England grant management systems; including knowledge of the GLA / HE bid submission process and information requirements and thorough knowledge of the GLA/HE working practices	
Proven experience of negotiating and implementing planning conditions and obligations including knowledge of the programme and financial implications S106 agreements/unilateral undertakings	
Experience of dealing with resident and public complaints and consultation and engagement	
General Education	
Bachelor's degree in construction management, Engineering, Planning, Architecture, Project Management, or a related field is desirable	
A relevant professional qualification is required: Fellow or Member of the Royal Institution of Chartered Surveyors (RICS) or RTPI and/or significant relevant experience.	S

Personal Qualities	
Ability to build lasting, strong relationships and credibility quickly	
Strong ability to work collegiately within various teams	
Regularly reviews, and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery	
Is proactive in generating ideas and solutions across the organisation	
Brings out the best in team members as a leader or a peer	
Shares information with stakeholders and involves them in decisions that affect them.	
Encourages solution focused problem solving and tenacity when faced with challenges.	
Assertive, persuasive, and coaching	
Circumstances	
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.	
Ability to work flexible schedules to ensure successful and timely delivery of projects	
Physical	
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)