

# LONDON BOROUGH OF HACKNEY

## Job Description

**POST TITLE:** Development Manager

**DIRECTORATE:** Climate, Homes and Economy

**SERVICE:** Housing Regeneration and Delivery

**GRADE:** PO9-PO10 linked/career grade

**LOCATION:** London Borough of Hackney

**RESPONSIBLE TO:** Senior Development Manager

**RESPONSIBLE FOR:** Development Officers. The postholder will be required to lead and matrix manage staff (permanent contracts, apprentice placements, consultants, specialist contractors in multi-disciplinary programmes and project teams).

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### **PURPOSE OF THE JOB:**

You will drive and manage the delivery of housing-led regeneration schemes on Council owned land, and with consultants, contractors and development partners support the delivery of the Council's ambitious Housing Regeneration and Delivery programme. You will maximise the delivery of well designed, sustainable, safe and affordable homes - creating exemplary places, and ensuring that we realise genuine benefits for Hackney's communities.

As a member of the Housing Regeneration and Delivery service, you will be responsible for the successful delivery of the Manifesto priorities and the Council's corporate objectives. You will actively contribute to Council-wide and directorate initiatives that will achieve and implement these priorities and objectives.

You will contribute to the effective development, management and delivery of the Council's Housing Regeneration and Delivery Programme, championing good design, sustainability and building safety, and will be responsible for the effective management of staff to deliver services that will achieve the continuous improvement of the Council.

Reporting to the Senior Development Manager, and working closely with officers in Regeneration, Property, Housing Services, Legal, Procurement and Finance, the Development Manager is responsible for leading the site development process of housing regeneration schemes in the borough from inception to completion, including driving commercial negotiations with contractors, developers and other interested parties.

## **MAIN AREAS OF RESPONSIBILITY:**

1. Act as the lead on the effective delivery of housing regeneration schemes through all stages from inception to completion, including technical site assessments and options appraisals, development appraisals and viability testing, the design and planning process, the procurement of development/delivery partners and managing development agreements and construction contracts.
2. Analyse how the Council's under-used land could be developed to successfully deliver the manifesto commitment to deliver 1,000 new social rented homes, and achieve the Council's corporate objectives, including those set out in the Strategic Plan, Local Plan and Climate Action Plan.
3. Identify and promote development opportunities and initiatives and project proposals that will contribute to the delivery of the Council's Housing Regeneration and Delivery programme, the achievement of the manifesto priorities, and the Council's corporate objectives, including those set out in the Strategic Plan, Local Plan, and Climate Action Plan.
4. Close and effective management of development projects, ensuring that all records are accurately and regularly maintained including preparing project business cases for approval, regular and accurate reporting of projects and programmes (outputs, budgets, risks etc), preparation of 'dashboards' and approval/update papers for relevant senior management meetings and boards as appropriate.
5. Manage interdisciplinary teams, including designers, engineers, development advisors, planning, and cost consultants to develop and lead development project proposals, through the Council's approvals process and prepare business cases and reports for approval.
6. Work internally and with external partners, contractors and developers to identify solutions to facilitate and unlock the delivery of complex housing development sites, including identifying grant funding and delivery options.
7. Liaise and negotiate with contractors and developers on the delivery of schemes including on issues such as development finance, legal agreements, commercial discussions, property agreements, site development and delivery options construction, and development agreements.
8. Actively engage communities on and adjacent to estates in the development process and ensure that a sophisticated approach to resident participation and engagement is developed.
9. Negotiate complex legal agreements with partners, drawing on legal, construction, property, procurement and other expertise as required ensuring that the commercial and reputational interests of the Council are protected.
10. Work creatively, collaboratively and commercially with stakeholders to develop a strategic procurement approach for housing regeneration schemes that addresses viability challenges.

11. Procure, commission and manage external consultants and specialist services as required.
12. Take responsibility for the supervision, direction and management of Development Officers, and matrix manage project team members as required.
13. Provide briefings and presentations to Members, including Lead Cabinet Members, and Directors and Group Directors, as appropriate.
14. Work collaboratively and effectively with internal stakeholders including Housing Services, so that projects can be handed over efficiently and meet the needs and requirements of internal stakeholders and residents.
15. Keep abreast of local, regional and national policy, guidance, and legislation in relation to housing and regeneration, including building safety, climate change adaptation, and funding requirements; and to seek out best practice to apply to Hackney's regeneration programmes.
16. Deputise for the Head of Delivery as required.
17. Attendance at evening meetings or events at weekends is required on occasion.

## **CORPORATE ACCOUNTABILITIES**

### **Corporate Responsibilities**

1. Promote a 'one organisation' approach.
2. Promote equality among all staff, and ensure that services are delivered in a non discriminatory way, that is inclusive of disadvantaged groups and actively contribute to being an anti-racist organisation.
3. Promote accountability amongst staff towards sustainability, both in use of physical resources and the delivery of services.
4. Represent the Council/ service at internal and external meetings, sector forums and events, and deputise for line manager as required.

### **Service**

1. Put forward new and innovative ways of delivering services that provide high quality and good value for money.
2. Implement consistently high quality service standards and levels of customer service and monitor performance using the Council's project management approach.

### **People**

1. Work collaboratively and make sure that this supports the delivery of specific projects and corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.

3. Develop staff to realise their potential, manage their careers and therefore improve outcomes for Hackney residents.
4. Manage staff performance appropriately by providing constructive feedback and taking action where performance falls below the expected standard.

## **Finance**

1. Provide recommendations in relation to housing regeneration and delivery site opportunities that could include partnerships, disposals and acquisitions.
2. Undertake robust and comprehensive financial appraisals of Council land and assets and review and analyse information relating to housing delivery sites and agreements provided by external parties.
3. Monitor the budget for projects, ensuring they are effectively controlled within cash limits, driving down spend where appropriate.
4. Hold staff to account to provide services that are delivered or procured that represent value for money.

### And additionally at PO10 grade

1. To lead and be responsible for the commercial, financial, socio-economic and development delivery strategy and implementation across a portfolio of multiple housing development and regeneration projects.
2. To support the Head of Delivery in engagement and relationship management with strategic partners and prospective partners in the property development market.
3. Lead on building a service-critical subject specific body of knowledge and imparting knowledge, skills and training to staff, other officers, Members and partners across the service, division and directorate as appropriate.
4. To lead on strategic briefing, objective setting and delivery planning for existing and new regeneration programmes including corporate priorities such as emergency accommodation and supported housing.

## **PERSON SPECIFICATION**

### **Technical Experience/Skills/Knowledge**

- Significant housing delivery, development, regeneration and/or property related experience and evidence of continuous professional development in these fields.
- Experience of delivering housing regeneration schemes and steering them through the development process - including briefing and strategic direction, design and planning processes, financial appraisals and project finance, statutory approvals, client approvals, procurement of development and construction, construction, completion, handover and aftercare.

- Strong understanding of relevant technical matters relating to site development, especially procurement, design, project finance, housing development standards, planning and legal agreements for land and development transactions.
- Proven experience of procuring and managing construction contracts and of structuring development agreements and joint ventures within the development sector, demonstrating excellent commercial awareness.
- Demonstrable experience of managing housing regeneration projects from initiation to delivery and overseeing to completion.
- Experience of effective relationship management and negotiating skills.
- Strong evidence of working with quantitative data.
- Experience in developing and leading resident engagement and participation processes on regeneration schemes.
- Experience in carrying out options appraisals and feasibility studies on potential sites.
- A comprehensive and up-to-date understanding of London regeneration and housing issues and the ability to apply them to complex projects and recommendations.
- An understanding of good design and placemaking principles and how physical regeneration can have wider benefits such as reducing inequality and improving health and wellbeing.
- Experience of contract management in the development sector.
- Excellent communication skills - oral and written.
- Strong negotiating skills within complex and political environments.
- Knowledge of, and capability with, project management and financial modelling tools used to manage and deliver technically and financially complex development projects.
- Strong knowledge and understanding of procurement processes and construction contracts for delivering and managing development projects, ideally within a local authority context.
- Experience of running and interpreting financial appraisal models together with an in-depth understanding of development finance and the pros and cons of different delivery options.
- Organisation and management skills to lead multi-disciplinary teams and independent contractors/consultants on technically complex projects.

## **QUALIFICATIONS**

- A recognised qualification in construction, design, planning, regeneration, property or development is desirable.
- A project management qualification is desirable.

- Qualified chartered surveyor (MRICS) is desirable.

## **SKILLS AND KNOWLEDGE**

### **Accountability**

1. Experience of building positive relationships with a range of both internal and external stakeholders, understands political drivers and the role of members.
2. Experience of creating a culture of learning, to maintain a capable and high performing workforce.

### **Delivery**

1. Experience of providing structured plans and setting clear objectives that implements strategy and drives delivery.
2. Experience of empowering others that will enhance the reputation of the Council.

### **Decision Making**

1. Experience of making decisions through the analysis of relevant information and risk assessment.
2. Able to make decisions that demonstrate commitment to the Council's vision for a better Hackney.

### **Working Together**

1. Experience of cross organisational working, taking into account other's views and harnessing the benefits of having a diverse workforce.
2. Experience of developing teams that takes account of the needs of diverse stakeholder groups.

### **And additionally at PO10 grade**

1. Over 3 years housing delivery, development, regeneration and/or property related experience and evidence of continuous professional development in these fields.
2. Experience of simultaneously delivering multiple housing regeneration schemes and leading them through the development process to successful completion.
3. Successful record of engaging and building relationships with strategic partners and market participants in the property development and housing fields leading to identifiable improvements in service delivery.
4. Strong evidence of working with complex quantitative data and determining and communicating clear recommendations from multiple information sources and data points including financial viability, property values, tenure, affordability and capital costs.
5. Experience of successfully identifying and leading funding bids.