

# DEVELOPMENT MANAGER

RECRUITMENT PACK





# HELLO...

**Lewisham Homes is a not-for-profit housing provider established by the London Borough of Lewisham. We manage 19,000 homes on behalf of the council, operate our own maintenance company, and invest in the local community. We are also a key delivery partner in the Mayor of Lewisham's new homes programme which aims to deliver 1,000 new social homes by 2022.**

In an inner London borough, where diversity is a defining characteristic and a key strength, we are committed to being an inclusive organisation, engaging with and empowering our staff, residents and other stakeholders. We recognise the impact that a secure, quality home has on life chances and we work in partnership with Lewisham Council and other partners to build and invest in safe, attractive and sustainable neighbourhoods.

As a major local employer with over 500 staff, we are proud to hold the Investors in People Gold Standard. We're passionate and proud of developing our staff, delivering excellent customer experiences and growing our business to shape a great future. To do this, we need innovative thinkers, who lead each project with energy and excitement. If you share our ambition, we hope you'll consider joining us.

## A MESSAGE FROM THE CEO

**Thank you for expressing an interest in joining the team at Lewisham Homes.**

It's an exciting time to be joining us. We work in a vibrant and thriving borough, with a rapidly expanding population, but we face an acute shortage of housing, and high levels of inequality. We are committed to working with Lewisham Council to increase the supply of much needed new social homes. With a new Director of Development in place, we are looking to expand the Development team to facilitate this and as such, we need people who share our passion to tackle the housing crisis and our ambition to build 'thriving communities and places people are proud to call home'.

If you have a demonstrable track record of delivering new homes, and you can bring energy and fresh

thinking in order to drive forward an ambitious building programme we want to hear from you. You will have a collaborative approach that creates a positive can-do culture. This is an exciting opportunity to play a key role in our new build programme that will help shape the future of our borough.

For an informal discussion about the role please contact our recruitment partners Ocean Edge Executive Search on 023 8000 1153.

**Margaret Dodwell**  
CEO  
Lewisham Homes

**Working in partnership with Ocean Edge Executive Search [www.oceanedge.biz/lewisham](http://www.oceanedge.biz/lewisham)**

# OUR MISSION

To provide safe, quality homes, deliver efficient services and enhance life chances.

## Our ambitions are:



## Our values are:



# DEVELOPMENT MANAGER

**Salary: £70,000**

**Based: Catford, London SE6 4RU**

**Reports to: Head of Development/Senior Development Manager**

**Direct Reports: None**

Our development team is charged with identifying and delivering new high quality housing across Lewisham.

We are currently delivering a live programme of around 400 units through planning, procurement and onsite, and we have a commitment to the council to deliver at least 1,000 new social rent homes by 2022.

We are looking for a Development Manager to deliver new, high quality schemes in order to help us to achieve this ambitious target.

You will need a proven track record of delivering new affordable housing, plus the ability to work in partnership – we are looking for a great collaborator who thrives operating as part of a cross-organisational team.

You will need a proven track record of securing and delivering new affordable housing and demonstrable experience of proactively leading and managing a team, plus the ability to work in partnership – we are looking for a great collaborator who thrives operating as part of a cross-organisational team.

## Main purpose of the role:

- To provide support to the Head of Development and Senior Development Managers.
- To lead assigned projects from start on site through to end of defects.
- Manage the progress and status of the project, monitoring and recording delivery, and ensuring robust project governance to realise the development vision and targeted project outcomes.
- Ensure scheme viability, construction costs and risks are accurately monitored and reported throughout the development process.
- To take a project team approach for all schemes from inception through to completion.
- Working with the New Initiatives team to provide strategic input into the design and the development of schemes and leading the consultant team during design team meetings to ensure that schemes are financially viable.

## Main responsibilities:

- Take responsibility for management of professional teams including negotiating and completing appointments, attending regular meets and providing leadership.
- Leading external teams to deliver the buildings on time, to quality and cost.
- Scoping and planning work with a consultant team in order to set clearly defined milestones across multiple project streams.
- Produce project programmes, and monitor and review consultant programmes, to ensure schemes meet target milestones.
- Attend regular site visits as required.
- Build an effective partnering culture with consultants and contractors, fostering collaboration and good relations.
- Attend meetings, develop status reports and deliver presentations as required.
- Prepare development appraisals and monitor viability throughout the development process from feasibility through to completion, ensuring that the appraisal is accurate and reflects the current scheme. Changes in appraisal resulting from design changes should be monitored and reported.
- Monitor financial planning & cashflows of developments against the approved budgets.
- Manage the progress and status of the project, monitoring and recording delivery, and ensuring robust project governance to realise the development vision and targeted project outcomes.
- Ensure full awareness of site budget and monthly valuations carried out on each development.
- Ensure projects run to programme against key milestones. Agree and implement recovery strategy to remedy any short falls.
- Provide continuous risk and opportunity oversight, identifying and leading resolution strategies to deal with any unforeseen changes during the delivery phase.
- Give direction to the Employer's Agent on management of the building contract.
- Work closely with Employer's Agent/Quantity Surveyor throughout project lifecycle.
- Assist in negotiating with contractors regarding changes to design, construction work scope and schedules.
- Establish a handover strategy and manage the execution of this.
- Lead value engineering workshops and facilitate incorporation into schemes in order to ensure viability.
- Define Employer's Requirements, assess Contractor's Proposals and complete the building contract.
- Liaise with all other teams within Lewisham Homes throughout construction process to ensure an effective mobilisation process and successful handover of the building to Housing Operations and property Services.
- Ensure that construction and third party issues are managed and completed expediently to ensure that no legacy issues exist at Practical Completion and beyond.
- Assume full ownership of the financial management of the project.
- Manage and oversee all aspects of project administration and coordination, including project contracts, schedules and budgets, establishing and monitoring financial parameters to ensure delivery within budget and the achievement of profit objectives.

## Business and personal development

- Approach activities with a positive can-do attitude, demonstrating real ownership of issues and delivering on commitments.
- Approach challenging targets with an open mind.
- Act as a role model and ambassador for Lewisham Homes values and culture.
- Proactively pursue continuous development of personal skills through internal and external learning.
- Build and maintain an in-depth knowledge of the sector, competitors and drivers both locally and in the UK.
- Help build the profile of Lewisham Homes within the sector.

# PERSON SPECIFICATION

## Development Manager

This details the key competencies (knowledge, skills and abilities) required to complete this role. For the purposes of recruitment and selection the indicators below will be used in the shortlisting and assessment process for this role. You should therefore address these areas fully in your application.

### Safety first

- Doesn't walk by a potential safety hazard – reports it or takes action appropriately
- Ensures own actions doesn't put themselves and others at risk
- Learns from incidents and "near-misses"
- Demonstrates personal responsibility for safety of themselves and customers/colleagues
- Raises safe-guarding concerns using the appropriate channels
- Takes responsibility for own safety and creating a safe working environment

### Excelling with customers

- Is helpful to residents/customers thinking about their situation and what they might do to assist them
- Recognises the impact they can make on residents/customers and strives to be constructive.
- Shows empathy for residents/customers. Is inclusive, respectful and values the diversity of our residents/customers.
- Adapts working style to meet the diverse needs of our residents/customers
- Manages their own emotional behaviour, ensuring they remain "in the black" under pressure.

### Collaborative with colleagues/partners

- Works positively and helpfully with colleagues and partners (not just in their team)
- Acts a trusted colleague, can be relied on to contribute
- Is inclusive, respectful and values diversity
- Manages their own emotional behaviour, ensuring they remain "in the black" under pressure
- Is considerate of how their actions impact others and their work

### Takes responsibility for delivering

- Takes responsibility for own actions, strives to deliver an excellent service to a high standard.
- Is professional.
- Delivers to commitments – does what they say they will do.
- Talks positively about the organisation, commits to its vision and mission in their work.
- Takes pride in their work.
- Takes direction from their leaders
- Prepared to take the initiative when operating alone and shows a 'can do' attitude under pressure.
- Plans their work to meet objectives.
- Works with honesty and integrity.
- Delivers Value for Money – considers cost, time and value in their actions.
- Actively tries to help others solve their problems, thinking about solutions which help solve the issue.
- Delivers in accordance with policy/procedures and statutory obligations
- Makes decisions within their power to make

## Learns and innovates

- Flexible in attitude and approach: is willing to adapt approach and work practices in light of LH business requirements and feedback.
- Is aware of personal strengths and weaknesses, seeks out ways to work to strengths and develop weaknesses.
- Listens openly to feedback– seeking to learn and striving to be the best they can be
- Tries to improve service and personal standards; challenges work practices looking for better, more efficient solutions.
- Remains constructive even when under pressure and living through change; is positive and not cynical.

## Communicates effectively

- Listens to others when they speak, is respectful.
- Considers the best form of communicating to others
- Structures information and responses clearly and concisely.
- Asks questions of others to understand the situation/problem
- Keeps residents and colleagues informed of actions and next steps (prefacing, time-speak and foreshadowing).
- Consistently uses a Positive First Response
- When writing to residents/colleagues uses organised customer friendly writing (titles, bullets, tables).
- Ensures response addresses questions/points raised.
- Uses concise and easy-to-understand language (avoids big words and needless sentences).

## Experience

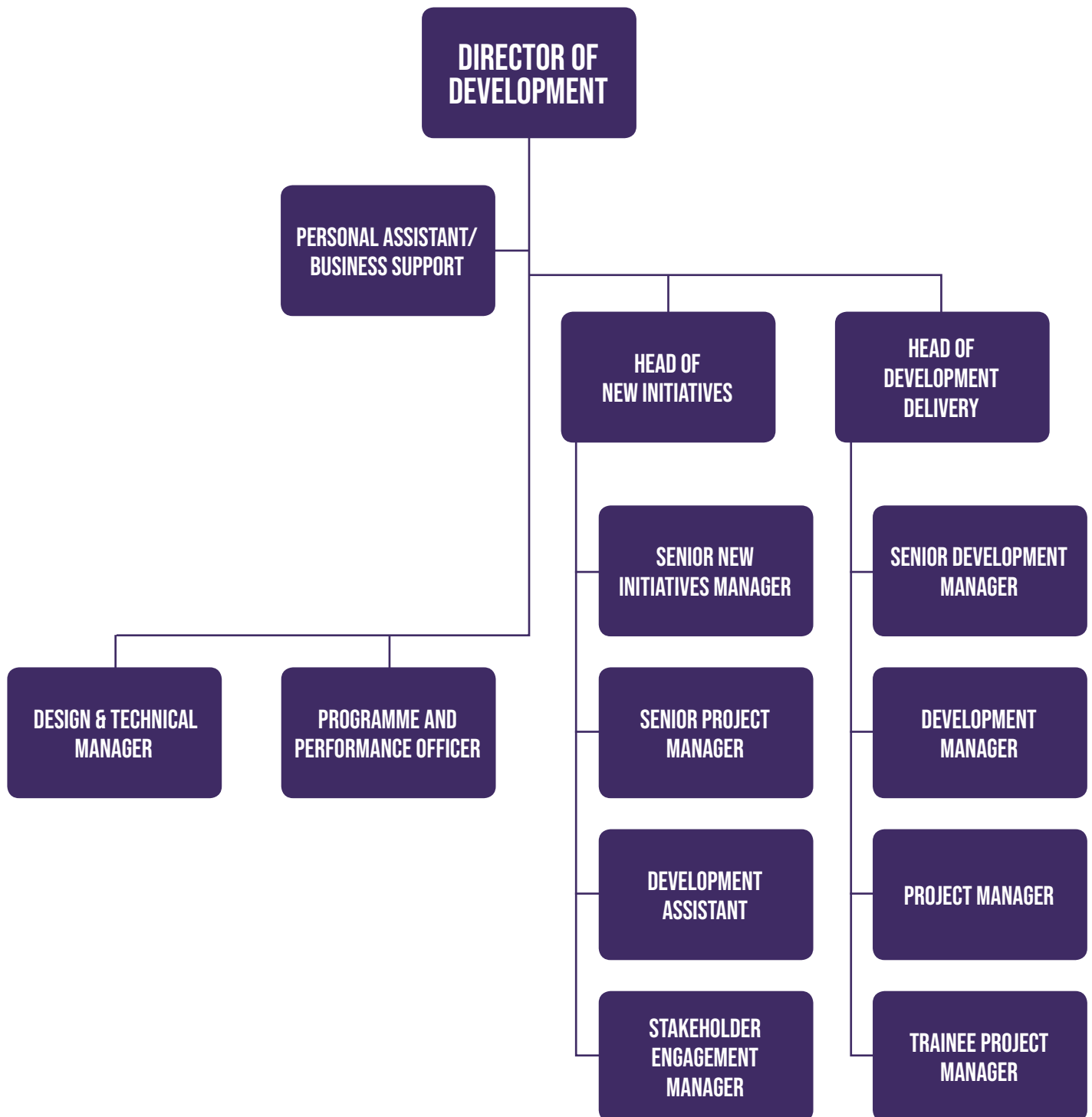
- Experience of project managing a number of schemes at simultaneously to enable the delivery of projects to agreed design, quality, time and budget standards
- Track record of successful project management
- Experience of delivering mixed tenure, mixed use development in terms of design, demand, and financial viability
- Experience of leading, managing and motivating multi-disciplinary project design teams
- Good understanding of project management and leading value engineering workshops
- Sound knowledge of legislation, regulation, policy and best practice relating to Development.
- An excellent knowledge of residential and mixed tenure Development processes, and its practical application in successfully delivering Development Projects
- Knowledge of the housing sector and issues affecting Development, combined with an ability to identify solutions based advice at a strategic level.
- Customer service experience
- Strong negotiation skills
- Able to interpret drawings, specifications and other building contract documentation.
- Good market knowledge
- Knowledge of building law and contracts, procurement methods and basic building technology.
- Experience of managing project budgets and controlling expenditure
- IT literate
- Financially & Commercially astute
- Experience of carrying complex financial viability appraisals and cashflow management
- Experience of working to tight deadlines and prioritising workloads
- Collaborative, can do approach to team working
- Excellent verbal, written communication, presentation and interpersonal skill
- Tenacious and solution focused.

## To apply

Please email your CV to our recruitment partners Ocean Edge, email: [jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)  
**Closing date is Thursday 2 May, 2019.**

If you would like an informal discussion about this opportunity please get in touch with the Ocean Edge team on 023 8000 1153 or email [philipfoster@oceanedge.biz](mailto:philipfoster@oceanedge.biz)

# DEVELOPMENT STRUCTURE





# REWARDS AND BENEFITS

As you help shape a brighter future for Lewisham, you will be recognised and rewarded for your achievements with highly competitive pay, generous benefits and flexible working arrangements to match your priorities and commitments.

## **Pension**

The Local Government Pension Scheme provides a flexible and portable plan that will help you put money aside to provide you with an income when you reach retirement.

## **Interest-free season ticket loan**

To help you get to and from work we can lend you the cost of a season ticket – interest free – and deduct it from your salary over the next 12 months.

## **We also offer:**

- Generous annual holiday, starting at 26 days a year
- Interest-free bike or computer loans
- Discounts through our partners for redecorating your home
- Discounts at local shops and cafes
- Social events and activities throughout the year



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- **Closing date is 2 May, 2019**
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**OCEAN EDGE**  
EXECUTIVE SEARCH

