

# HEAD OF DEVELOPMENT

RECRUITMENT PACK



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working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH



# 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

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# OUR MISSION

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

## Our ambitions are:



## Our values are:



# HEAD OF DEVELOPMENT

**Salary: £91,000**

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

**Reports to: Director of Development**

**Direct Reports: Senior Development Manager, Development Managers, Senior Project Managers**

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 an experienced housing development professional to head up our development team and help us to achieve this ambitious target.

You will need a proven track record of 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:

- Provide decisive and inspirational leadership in the delivery of our development and construction programme.
- Lead the programme of schemes in delivery with end-to-end programming and risk management to ensure successful outcomes achieving time, spend and specification targets on all projects.
- Lead the development delivery team and take responsibility for the delivery of the programme on site, to time, budget and specification targets.
- Work closely with the New Initiatives team to ensure project team approach across the business for all schemes with clear transition process into delivery and to secure sufficient cost and buildability certainty prior to planning being achieved.
- Lead, monitor and manage the delivery of the development programme, including the day-to-day planning, supervision, direction and monitoring of staff and consultants, ensuring that projects are delivered in a safe, efficient and sustainable manner, whilst achieving project targets and meeting customer expectations.
- Lead the procurement and management of new construction contracts, control and manage performance of building contracts including Development Agreements. Ensure all schemes in the programme are procured accurately, competitively, efficiently and on time, including supply chain management of developers and consultants.
- Work collaboratively externally and across Lewisham Homes to develop schemes that meet the design, sales & lettings, operational and maintenance requirements of the organisation.

## Main responsibilities:

- Lead the forecast, management and control of the development programme, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met.
- Lead the procurement and appointment of the multi-disciplinary project teams during the construction period.
- Manage financial viability and update on a regular basis, including residential revenue, construction costs, programme, consultant fees, and land costs.
- Prepare and present Board and internal monitoring reports for the development programme.
- Build and maintain effective and productive working relationships with internal and external stakeholders.
- Establish and implement a robust handover strategy to Housing Operations and Property Services.
- Ensure that the project management culture reflects the key drivers of delivery, increasing customer satisfaction and achieving and demonstrating VFM.
- Lead the reporting of budget and cashflow projections for the development programme.
- Provide effective Development Management to positively influence progress pre and post contract, ensure the profitability of our schemes is maximized and seek to implement and improve upon Lewisham Homes financial viability and quality criteria.
- Ensure that the Department complies with governance risk and regulation and that services are delivered to required standards in line with regulatory and legal requirements.
- Review, implement and manage the defects process.
- Take financial responsibility for a portfolio of projects, with some directly managed & some delegated.
- Deliver performance in line with key financial and non-financial objectives within agreed constraints for capital, costs, expenses and risk.
- Establish a culture that reflects the key drivers of delivery, increasing customer satisfaction and achieving and demonstrating VFM. Ensure that projects are delivered with consistently strong financial, commercial and risk management.

## Design and Quality

- Contribute to the review of Lewisham Homes design brief, technical standards and specifications are robustly delivered throughout the procurement and development process on all schemes in development.
- Lead the forecast, management and control of the programme in terms of time, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met.
- Establish robust systems and procedures to ensure all procurement and development activities are consistently undertaken in compliance with statutory regulations, Client and Lewisham Homes governance.
- Undertake effective monitoring and reporting of the programme in accordance with agreed procedures and within delegated authority and audit requirements.
- Ensure the design maximises efficiencies, adheres to the project brief and incorporates input from construction, programme and commercial teams.

## People Manager

- Lead a team of Senior Development Managers, Managers, Senior Project Managers & Project Managers.
- Lead, motivate, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance to provide an efficient, professional and high quality service to residents and customers.
- Manage the development function to ensure best practices are followed, costs are controlled, and the department maximises contribution to the company's strategic objectives.
- Ensure effective workforce planning and succession in place to ensure there are the right skills within the directorate.

## Health and Safety

- The postholder is required to comply with all Health & Safety at work policies, procedures and guidelines which form part of this job description. The postholder must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their line manager or other manager.
- Ensure that health and safety and healthy working conditions are promoted across all projects, operating within the appropriate regulations, with effective oversight of the management of health and safety from on-site contractors and developers.

# PERSON SPECIFICATION

## Head of Development

The following list of skills, knowledge, experiences and personal characteristics are classed as essential criteria for the role of Head of Development. Please consider how you meet these criteria to help inform your application and interview.

- Proven experience managing teams and development programmes
- Leadership and team management experience.
- Proven experience in leading and motivating multi-disciplinary design teams.
- Proven track record at senior level in the development industry, with experience gained in working with developers, registered providers and/or other related partners.
- Strong understanding of residential development, with a proven track record of delivering high profile, complex development projects to time, cost, and quality standards.
- Thorough knowledge of the development and construction process from inception through to completion and handover.
- Experience of initiating and managing modular construction contracts.
- Demonstrate a solid understanding of the public sector regulatory framework.
- Experience of procurement including OJEU and Frameworks.
- Proven track record of managing a range of stakeholder relationships including local authorities, landowners, developers and contractors.
- In depth knowledge of procurement, development agreements and joint ventures.
- Able to assess risk and promote a balanced and proactive approach to risk and risk mitigation across the programme without being risk averse.
- Experience program of management, able to engineer solutions to enable the delivery of projects to agreed design, quality, time and budget standards.
- Able to demonstrate accountability to the client, establishing positive and collaborative relationships.
- IT literate in all relevant areas to enable professional delivery with experience of using off the shelf and bespoke financial appraisal models.
- Ability to carry out routine and complex financial appraisals.
- Collaborative, can do approach to team working.
- Excellent verbal, written communication, presentation and interpersonal skill.
- Strong analytical and numerical skills.
- Report writing and presentation skills.
- Track record in meeting targets and working to deadlines.
- Able to delegate and motivate.

### Education and Qualifications

- Educated to A- level or Degree standard or equivalent - demonstrable relevant experience is more important.

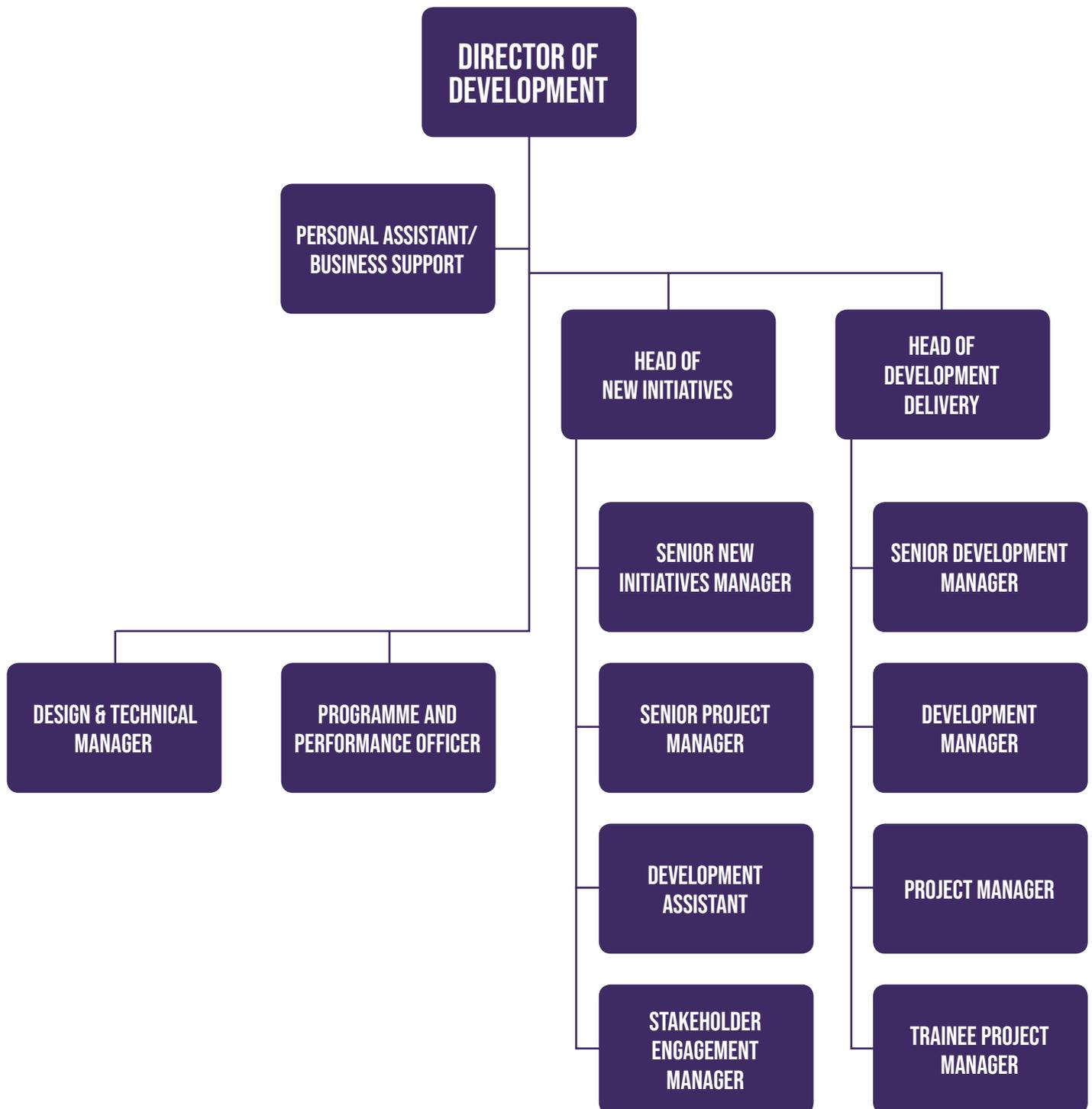
## To apply

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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