

HEAD OF NEW INITIATIVES

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

OUR MISSION

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

Our ambitions are:



Our values are:



HEAD OF NEW INITIATIVES

Salary: £91,000

Based: Catford, London SE6 4RU

Reports to: Director of Development

Direct Reports: Senior Development Manager, Development Managers, Senior Project Managers, Stakeholder Engagement Officer

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 New Initiatives and help us to achieve our ambitious targets.

You will need a proven track record of building a development pipeline and securing development opportunities, along with demonstrable experience of proactively leading and managing a team. Plus you will need 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:

- Lead the delivery of new complex residential-led mixed-use developments including new build, regeneration, acquisitions and hidden homes - from site identification, negotiation and purchase through all aspects of the design, planning and specification process, and being accountable for the financial viability, governance and programme milestones.
- Work collaboratively externally and across Lewisham Homes to develop schemes that meet the design, sales & lettings, operational and maintenance requirements of the organisation
- Influence strategy for business growth and development in accordance with Lewisham Homes business plan objectives
- Lead regeneration and masterplanning including resident engagement, socio-economic initiatives and community charters.
- Act as an ambassador for Lewisham Homes in relationships with external stakeholders, promoting a positive image at all times and upholding the corporate values
- Work closely with the Development Delivery team to ensure project team approach across the business for all schemes, with smooth transition process into delivery and to secure sufficient cost and buildability certainty prior to planning being achieved.

- Work collaboratively externally and across Lewisham Homes to develop schemes that meet the design, sales & lettings, operational and maintenance requirements of the organisation
- Establish and shape the capability of the New Initiatives team to ensure that appropriate levels of resource and expertise are available.

Main responsibilities:

- Lead the delivery of new complex residential-led mixed-use developments including new build, regeneration, acquisitions and hidden homes - from site identification, negotiation and purchase through all aspects of the design, planning and specification process, and being accountable for the financial viability, governance and programme milestones.
- Influence strategy for business growth and development in accordance with Lewisham Homes business plan objectives.
- Lead regeneration and masterplanning including resident engagement, socio-economic initiatives and community charters.
- Act as an ambassador for Lewisham Homes in relationships with external stakeholders, promoting a positive image at all times and upholding the corporate values.
- Work closely with the Development Delivery team to ensure project team approach across the business for all schemes, with smooth transition process into delivery and to secure sufficient cost and buildability certainty prior to planning being achieved.
- Work collaboratively externally and across Lewisham Homes to develop schemes that meet the design, sales & lettings, operational and maintenance requirements of the organisation.
- Establish and shape the capability of the New Initiatives team to ensure that appropriate levels of resource and expertise are available.

Responsibilities:

- Identify new land and development opportunities and assess the suitability for development in accordance with Lewisham Homes strategic requirements.
- Evaluate and assess all routine and complex financial viability appraisals.
- Lead the design and planning process for new build schemes achieving satisfactory and viable planning consent.
- Negotiate potential development and partnership opportunities with developers and contractors.
- Lead the management and control of the programme, including cost, design, quality and risk, using specialist internal and external resources to ensure targets are met.
- Working closely with the Head of Delivery, establish the construction contract procurement route appropriate for the project and ensure effective management of the tender process.
- Ensure all procurement activities are consistently undertaken in compliance with statutory regulations, customer governance and company policy.
- Ensure all schemes maximise efficiencies, adheres to the project brief and incorporates input from construction, programme and commercial teams.
- Establish a culture that reflects the key drivers of delivery, increasing customer satisfaction and achieving and demonstrating VFM.
- Lead the governance and auditing process for obtaining internal and external project approvals, drafting approval reports for Board and submissions for funding from LB Lewisham.
- Undertake effective monitoring and reporting in accordance with agreed procedures and within delegated authority and audit requirements.
- Ensure scheme viability, construction costs and risks are accurately monitored and reported throughout the pre construction process.
- Establish and implement a robust handover strategy to the Development Delivery Team, and support where necessary throughout the construction delivery stage.

- Forecast, plan and manage programme resources, actively managing the performance of internal resources and external suppliers.
- Ensure all development activity complies with regulatory and other statutory obligations.

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.
- 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.
- Ensure scheme design maximises efficiencies, adheres to the project brief and incorporates input from construction, programme and commercial teams.

People Manager

- Provide effective leadership, support and motivation to staff and to ensure they're recruited, trained, managed, appraised and developed to get the best from people.
- Provide leadership to the managers and staff in the directorate so they are clear on the direction of Lewisham Homes, its Values and high standards of service.
- Ensure effective workforce planning and succession in place to ensure there are the right skills within the directorate.
- Work collaboratively across the development team to share knowledge and expertise.
- Approach activities with a positive can-do attitude, demonstrating real ownership of issues and delivering on commitments.
- Provide leadership and motivation to the internal and external project teams.
- Provide effective leadership and direction for all members of new business team in accordance with the corporate values.
- Build an effective partnering culture with internal and external stakeholders, fostering collaboration and good relations.
- Positively contribute to the corporate management of the Development function, supporting the Director and other colleagues to deliver the agreed departmental objectives.
- Lead, motivate, develop, appraise and performance manage a team, leading by example to ensure they are fully motivated to achieve best performance to meet the company's needs.

PERSON SPECIFICATION

Head of New Initiatives

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

- Fosters a working environment where safety concerns are listened to and responded
- Instils a “don’t risk it” culture for safety
- Devises strategies with safety at the heart of delivery

Excelling with customers

- Designs working practices to meet the needs of a diverse range of residents.
- Devises strategies and plans which demonstrate they have consulted with customers and heard their voice
- Sets performance indicators for their directorate/service to ensure it delivers a positive impact on residents.
- Conducts/instigates research outside the organisation to identify good practice to enhance the resident’s experience.

Collaborative with colleagues/partners

- Identifies cross-organisational opportunities for better delivery of LH Ambitions.
- Acts as an ambassador for their directorate and the organisation
- Promotes a collaborative approach to staff and managers –encouraging them to work with colleagues and partners to deliver LH ambitions.
- Seeks out the contribution of staff in planning and decision making, values their knowledge and experience to deliver a better service.
- Promotes an inclusive and diverse culture, appreciating the value of diversity and encouraging others to do so.
- Demonstrates exemplary behaviour when working with others.

Takes responsibility for delivering

- Sets direction for employees, shares vision and values and encourages employees to bring these to life in their work.
- Celebrates success and recognises positive contributions promptly and with wider audiences.
- Encourages and reviews opportunities to deliver Value for Money services
- Prioritises LH objectives over personal interests/objectives
- Encourages balanced feedback and challenges poor practice and behaviour.
- Sets out the importance of having a productive, co-operative, safe work environment by defining standards, encouraging compliance and trusting staff to do the ‘right thing’.
- Sets out a clear decision-making framework and is clear on how to manage risk including financial risk.
- Manages budgets effectively

Learns and innovates

- Demonstrates an openness to new ways of working and continued development
- Encourages others to learn, develop and grow in their roles and professionalism.
- Builds a learning culture where employees are supported in their planned development in line with business and service needs.
- Role models an openness to being challenged on own behaviour, practices and policies.
- Reviews the service and makes changes to improve it.
- Recognises own strengths and limitations and seeks feedback from managers and staff.

Communicates effectively

- Adapts communication method and style to suit the needs of wide-ranging groups (staff, residents, colleagues and stakeholders).
- Communicates complex messages in a simple and engaging way, taking account of the audience.
- Makes persuasive arguments supported by evidence and emotion (wins both hearts and minds).
- Gains stakeholder buy-in to strategic messages via a constructive two way dialogue
- Listens to junior members of staff, allows their voice to be heard.
- Manages the reputational risk of LH communications for their directorate
- Oversees the quality of reports/important responses on behalf of their directorate

Experience

- Proven track record of building a development pipeline and securing development opportunities.
- Experience in property development at senior managerial level and an understanding of the development process and project management.
- An in-depth knowledge of the development process, knowledge of current planning process legislation, regulations, standards, and procedures
- Proven track record at senior level in the development industry, with experience gained in working with developers, registered providers and/or other related partners
- In depth knowledge of procurement, development agreements and joint ventures
- Experience of leading teams through land purchase, design and planning, and construction tender process.
- Experience in leading successful negotiations with development partners and negotiating at a high level with commercial organisations.
- Experience of appointing and leading multi-disciplinary project teams to deliver target outcomes
- A thorough understanding of housing products and businesses, and the issues that impact the end product.
- Sound knowledge and understanding of regeneration and development policy and practice, including the legal and financial operating environment
- Previous experience of bringing forward regeneration schemes, including the development of innovative strategies, social value initiatives, community charters and delivery mechanisms
- Well-developed communication skills and an ability to collaborate effectively with a wide range of stakeholders and partners
- Experience in the preparation, management and control of complex budgets Experience of working through partnerships to deliver common objectives
- Thorough knowledge and understanding of financial appraisals and risk analysis of projects
- IT literate in all relevant areas to enable professional delivery with experience of using off the shelf and bespoke financial appraisal models.
- Experience of carrying out routine and complex financial appraisals.
- Flexible, collaborative, can do approach to team working
- Excellent verbal, written communication, presentation and interpersonal skill
- Able to delegate and motivate in the process
- Flexible and able to prioritise workloads to meet tight deadlines

Education and Qualifications

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

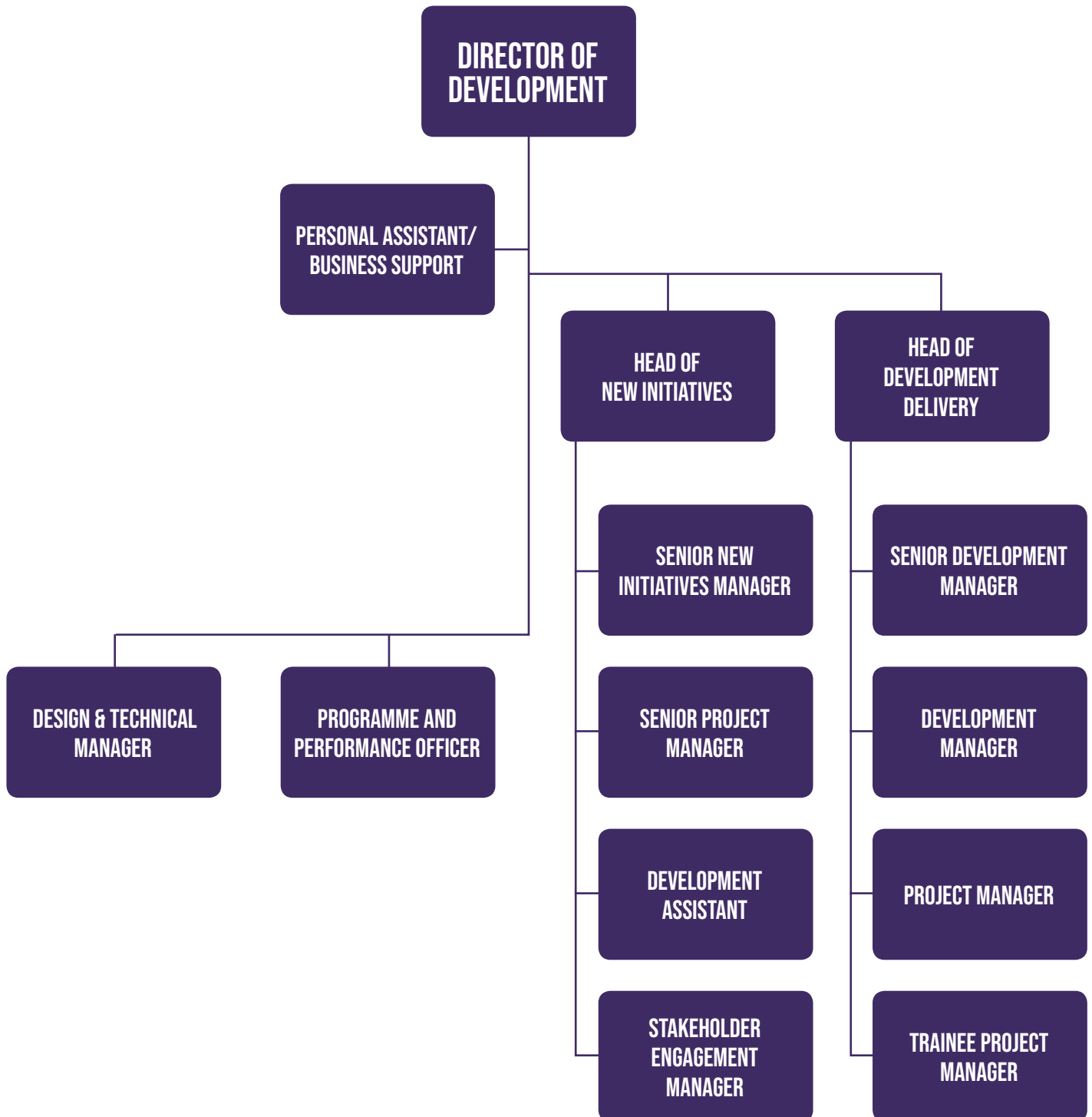
To apply

Please email your CV to our recruitment partners Ocean Edge, email: jobs@oceanedge.biz

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

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



Working in partnership with Ocean Edge Executive Search www.oceanedge.biz/lewisham

TO APPLY

- Please email your CV to our recruitment partners Ocean Edge, email: jobs@oceanedge.biz
- **Closing date is 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**.

OCEAN EDGE
EXECUTIVE SEARCH

