

SENIOR 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

OUR MISSION

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

Our ambitions are:



Our values are:



SENIOR DEVELOPMENT MANAGER

Salary: £75,000

Based: Catford, London SE6 4RU

Reports to: Head of Development

Direct Reports: None but in future the role may include line management responsibility including Senior Project Managers, Development Manager and Graduate Trainees

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 Senior 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 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:

- Manage development projects, with end-to-end project and risk management, to ensure successful outcomes achieving all time, spend and specification targets on all projects developed for sale.
- To manage and report the timely delivery of development projects, 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.
- Ensure development projects are procured accurately, competitively, efficiently and on time, including supply chain management of developers and consultants.
- Forecast, plan and manage project resources, actively managing the performance of internal resources and external suppliers on each and every project.
- Ensure all development activity complies with regulatory and other statutory obligations.
- Act as project lead in relationships with key stakeholders during the construction process.
- To ensure that effective consultation and communication takes place in respect of each project.
- To work collaboratively externally and across Lewisham Homes to develop schemes which meet the design, sales & lettings, operational and maintenance requirements of the organisation.

Main responsibilities:

- Lead in the forecast, management and control of project programme, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met.
- Procure, appoint and manage 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.
- Establish and implement a robust handover strategy to Housing Operations and Property Services.
- Ensure that the project management culture reflects the key drivers of increasing customer satisfaction and achieving and demonstrating VFM.

Design and Quality

- Establish the programme for the whole life of the project.
- Ensure Lewisham Homes design and technical standards and specifications are robustly delivered throughout the procurement and development processes.
- Lead the forecast, management and control of each scheme for time, cost, design, quality and risk, using specialist internal and external resources to ensure targets are met.
- Ensure all project procurement and development activities are consistently undertaken in compliance with statutory regulations, Client and Lewisham Homes governance.
- Undertake effective monitoring and reporting 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.
- 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.

Construction Management

- 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.
- Liaise with all other relevant parts of Lewisham Homes throughout construction process to ensure an effective mobilisation process and successful handover of the building.
- Ensure that the 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.
- Take responsibility for defects management following handover of schemes.

Commercial

- Take financial responsibility for a portfolio of projects, with some directly managed & some delegated.
- Prepare detailed cash flow viabilities and update the appraisals monthly on all projects.
- Ensure that the project management culture reflects the key drivers of increasing customer satisfaction and achieving and demonstrating VFM.
- Ensure that projects are delivered with consistently strong financial, commercial and risk management.
- Ensure development project costs are being controlled within budget, whilst ensuring that quality standards are being achieved.
- Ensure all procurement activities are consistently undertaken in compliance with statutory regulations, customer governance and company policy.

Leadership & Development

- 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.
- 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.
- Help build the profile of Lewisham Homes within the sector.
- 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.

PERSON SPECIFICATION

Senior 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

- 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.

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

- Experience of project managing a number of schemes at simultaneously to enable the delivery of projects to agreed design, quality, time and budget standards
- Experience of leading, managing and motivating multi-disciplinary project design teams
- An in-depth knowledge of the development process, knowledge of current planning law, legislation, regulations, standards, and procedures
- Successful track record of successfully delivering a programme of complex schemes
- Strong negotiation skills
- A solid understanding of the public sector regulatory framework, with evidence of understanding local authority, public sector and private sector requirements
- Experience of delivering mixed tenure, mixed use development in terms of design, demand, and financial viability
- Proven track record of managing a range of stakeholder relationships including local authorities, landowners, developers and contractors
- Able to assess risk and mitigation, without being risk averse
- Good understanding of project management and leading value engineering workshops
- IT literate
- Experience of carrying complex financial viability appraisals and cashflow management
- Experience of working to tight deadlines and prioritising workloads
- Leadership and team management
- Collaborative, can do approach to team working
- Excellent verbal, written communication, presentation and interpersonal skill
- Tenacious and solution focused.

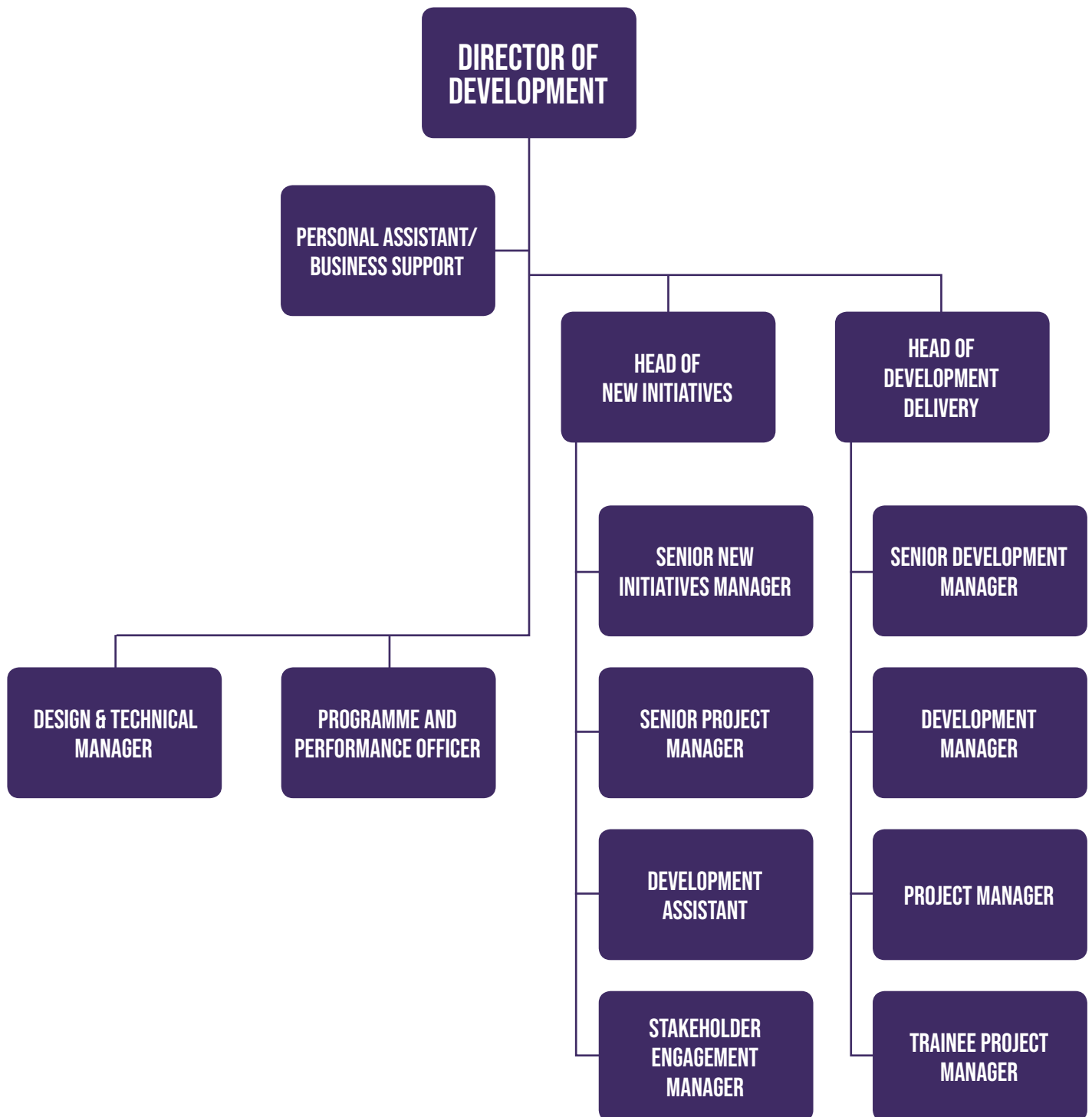
To apply

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

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



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