

SENIOR NEW INITIATIVES 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 NEW INITIATIVES MANAGER

Salary: £75,000

Based: Catford, London SE6 4RU

Reports to: Head of New Initiatives

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 New Initiatives Manager to identify new development opportunities 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:

- Support the Head of New Initiatives in 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.
- Assist in formulating and implementing the strategy for business growth and development in accordance with Lewisham Homes business plan objectives
- Responsible for staff management as appropriate in accordance with business growth.
- Work with colleagues across other departments in Lewisham Homes to deliver outcomes which reflect the full range of requirements and provide excellent service to customers.
- Ensure that robust risk management systems are in place and applied in accordance with corporate policies and procedures.
- The negotiation and delivery of a programme of schemes up to construction start.

Main responsibilities:

- Identify new land and development opportunities and assess the suitability for development in accordance with Lewisham Homes strategic requirements.
- Negotiate land transactions, with Lewisham Council and other owners including Heads of Terms, Sale/Purchase Agreement, Development Agreements.
- Commission and evaluate technical and legal due diligence for land and development opportunities.
- Establish internal project teams to agree design, specification and construction and operational plans.
- Work with consultants to provide an agreed set of Employer's Requirements
- Carry out routine and complex financial viability appraisals for development opportunities.
- Work with the Design Manager in the preparation and submission of the planning application process to ensure delivery of the Planning Permission within statutory timeframe, including preparation and negotiation of the Section 106 in consultation with the LPA.
- Ensure development projects are procured accurately, competitively, efficiently and on time, including supply chain management of developers and consultants, maximising value for money for Lewisham Homes.
- Manage financial viability of all schemes, including regular updates including residential revenue, construction costs, programme, consultant fees, and land costs.
- Consider, develop and evaluate solutions for complex mixed tenure schemes and ensure construction costs and income assumptions are maintained in accordance with agreed financial viability parameters.
- Ensure measures are in place to forecast, manage and control the programme, cost, design and quality and risk associated with the project. Identify potential risk and mitigation strategies for all schemes.
- Lead value engineering workshops and facilitate incorporation into schemes in order to maximise returns.
- Ensure client and company design and technical standards and specifications are robustly delivered throughout the development processes.
- Ensure the design maximises efficiencies, adheres to the project brief and incorporates input from construction, programme and commercial teams.
- Ensure that the project management culture reflects the key drivers of delivery, increasing customer satisfaction and achieving and demonstrating VFM.
- Ensure development costs are being controlled within budget, whilst ensuring that quality standards are being achieved.
- Take responsibility for obtaining internal and external project approvals, drafting approval reports for Board and submissions for funding from LB Lewisham.
- Ensure scheme viability, construction costs and risks are accurately monitored and reported throughout the development process.
- Report to the Head of New Initiatives on matters in relation to the performance of a project against Lewisham Homes business plan & contract requirements.
- 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.
- Establish and implement a robust handover strategy to the Delivery Team, and support where necessary throughout the construction delivery stage.
- Work collaboratively with external stakeholders, funders, local authority partners and shareholders.
- Engage with key stakeholders where required including attendance of public consultations.
- Make representations on any nearby planning applications or draft policy proposals, which may impact on Lewisham Homes schemes.
- Build and maintain an in-depth knowledge of the Housing sector, competitors and drivers both locally and in the UK. Keep abreast of policy changes in the sector.

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.
- Where appropriate 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.

Health & 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.

PERSON SPECIFICATION

Senior New Initiatives 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

- Responds to reporting of safety hazards
- Conducts appropriate risk assessment for staff and customers
- Monitors safety KPIs and makes adjustments
- Encourages staff to keep themselves and others safe
- Ensures safe-guarding concerns are appropriately addressed using the right channels
- Ensures compliance training is completed for staff

Excelling with customers

- Adapts working practices to meet the needs of a diverse range of residents.
- Champions excellent resident/customer service delivery to all they meet.
- Monitors performance of teams and the service to ensure it delivers a positive impact on residents.

Collaborative with colleagues/partners

- Encourages staff to work with colleagues/partners from across the organisation and outside to deliver LH Ambitions.
- Meets regularly with staff, involves them in decisions which affect them, asks their opinion – uses their knowledge and experience to deliver a better service.
- Acts as an ambassador for their team
- Encourages staff to be open to an inclusive and diverse culture, appreciating the value of diversity and encouraging others to do so.
- Ensures all team members are included in discussions and activities
- Acts as a role-model in own attitudes and behaviour to give an example for others to aspire to.
- Builds teams which are diverse in composition and thinking

Takes responsibility for delivering

- Agrees and communicates clear objectives to staff
- Trusts staff to deliver, offering coaching, training and support where necessary.
- Is quick to recognise good work of staff.
- Is quick to spot issues and problems – addresses them early to avoid escalation
- Encourages staff to recognise opportunities to deliver Value for Money
- Gives balanced feedback and challenges poor practice and behaviour.
- Strives to create a productive, co-operative, safe work environment by defining standards, encouraging compliance and trusting staff to do the 'right thing'.
- Trusts staff to make decisions within their power, offers assistance when required.
- Motivates staff to be professional at all times
- Ensures staff are aware of policies/procedures and statutory obligations

Learns and innovates

- Encourages team to be flexible and provides guidance and coaching on responding to change
- Helps others to learn, develop and grow in their roles.
- Recognises strengths and limitations of staff, using strengths appropriately and helping staff to work on limitations.
- Challenges unsafe or uncooperative behaviour constructively, gives helpful feedback and guidance.
- Ensures lessons are learned from feedback and acted upon to improve resident satisfaction.
- Creates an environment where staff feel able to admit to mistakes – helps them learn and rectify the situation

Communicates effectively

- Communicates messages promptly to their staff and customers
- Uses simple and engaging language.
- Understands the different positive triggers to influence others
- Influences others based on understanding of their needs and motives.
- Encourages open, honest and respectful conversations
- Considers the impact of their communications on LH's reputation
- Quality assures the communications coming out of their team

Experience

- Proven track record of securing and delivering new development opportunities.
- Experience in property development 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
- Experience of procurement, legal and technical due diligence process, design and planning, land purchase, and contract negotiations.
- 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.
- Excellent verbal and written communication skills and an ability to collaborate effectively with a wide range of stakeholders and partners
- Experience of managing scheme viability and budgets and ability to carry out routine and complex financial viability appraisals
- Strong negotiation skills and commercial acumen
- Excellent report writing and presentation skills
- Ability to carry out routine and complex financial appraisals
- Experience of using bespoke and off the shelf financial appraisal software
- Thorough understanding of financial appraisals and risk analysis of projects
- Solution focused
- Collaborative, can do approach to team working
- Ability to manage a portfolio of varied and complex schemes
- Line Management experience

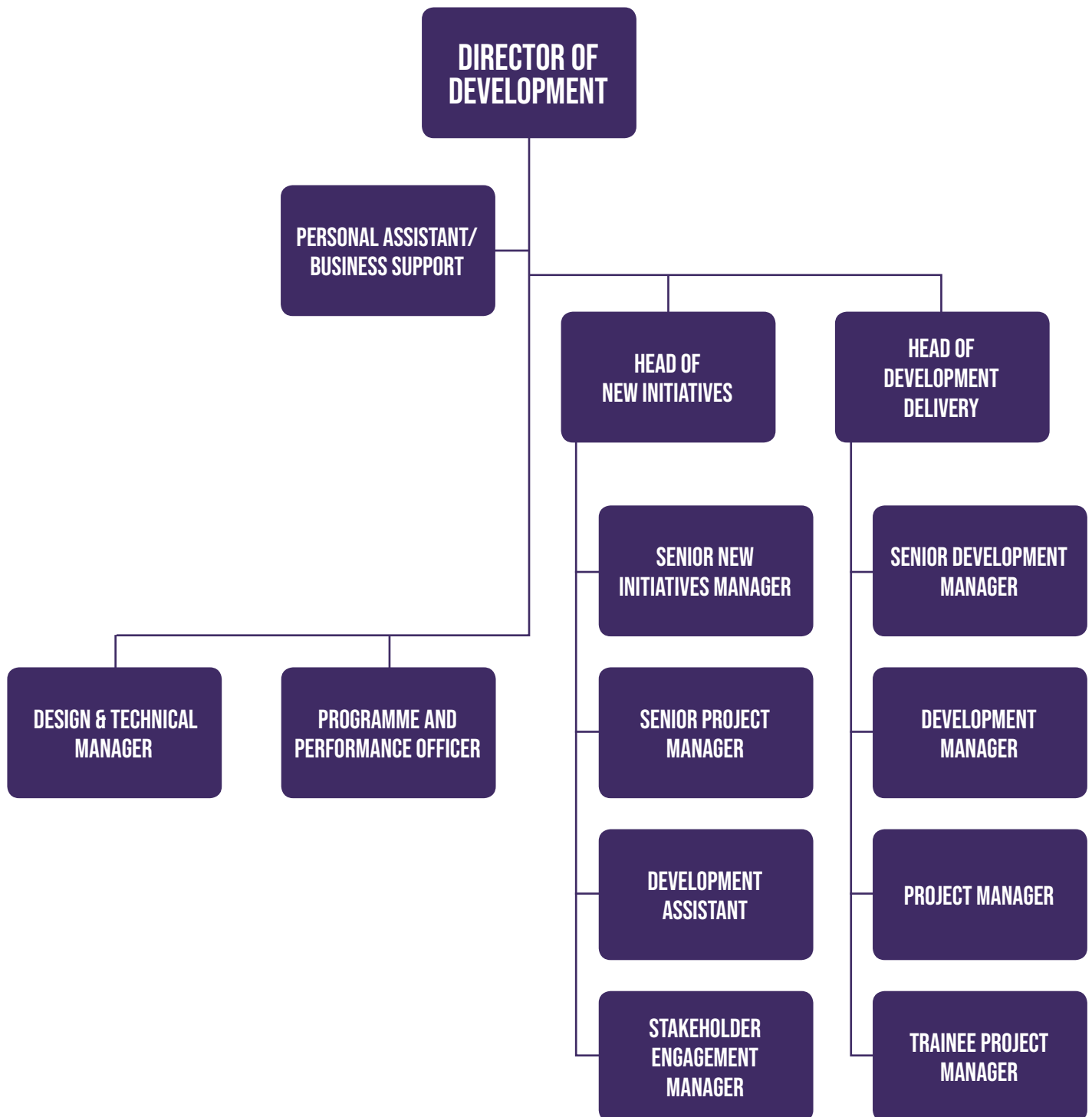
To apply

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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