



Paragon Asra



**PA Housing**


# Senior Development Manager (Regeneration)

*Passionate about delivering more  
affordable homes and great services*

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working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH



We need motivated and driven people who will be able to help us achieve our goals.

# About us

PA Housing is ambitious about growth.

We are dedicated to increasing our development programme to enable us to build 500 new homes per year predominately focused within London and the South East. We are financially strong and have an excellent reputation.


We need motivated and driven people who will be able to help us achieve our goals.



# Our history

In April 2017 asra Housing Association and Leicester Housing Association – both part of asra Housing Group – amalgamated with Paragon Community Housing to create Paragon Asra Housing (PA Housing). One of the main reasons for the amalgamation was to help meet the need to build more homes.

We have created an ambitious and dynamic housing association and together we own and manage almost 24,000 homes in London, Surrey and the Midlands.



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# An exciting future

Creating more affordable housing is central to our future and we relish the challenge of developing more quality, affordable homes for our customers.

We aim to deliver an annual programme of over 500 units focused in London and within the M25.

However we are about much more than just bricks and mortar. We focus on the wellbeing of the people we serve and have exciting plans to help our neighbourhoods prosper and thrive.

We have the potential to achieve brilliant things in the future and we look forward to unlocking the benefits which PA Housing can bring – to our customers, our employees and in the wider community.

Our success and our plans for the future would not be possible without our dedicated team of staff members. Every one of our employees help to make a difference to the lives of our residents and other local people, and we look after our team members well.

We are looking for a Senior Development Manager (Regeneration) to help drive us forward. The role is central in helping us achieve our exciting plans for the future to ensure the organisation can grow and even more people can benefit from our

exceptional services. You will take the lead on the delivery of specific regeneration schemes from inception to completion identify and work to secure regeneration and wider development opportunities. The role involves working closely with local authorities, health authorities, Homes England, the GLA and developers.

It's a really exciting time to join PA. If you would like to join us, we look forward to your application.



# Our values

Our values underpin everything we do and our culture and behaviours define how we do things.



## Always do the right thing

We offer the best quality service that we can.

We are dedicated to our people.

We are honest, open and responsible.

We challenge ourselves to be the best.

We always look for best value.

## There when you need us

We always offer solutions.

We listen and take action.

We deliver on our promises.

You can count on us.

We treat people as we would want to be treated.

## We never give up

We are ambitious.

We are unashamedly bold.

We work together to make a difference.

We welcome innovation.

We show courage in our pursuit of growth.

We create a culture that people want to be part of.

# A great place to work

We pride ourselves on our 'can-do' approach and our caring, staff team.

PA Housing is an extremely welcoming and friendly place to work. We have a philosophy of continuous improvement and invest in our staff, giving employees support and encouragement to flourish. As a result our team members are committed to delivering value for money and excellent customer service.

Working for PA is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve.

In turn, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits including:

- Opportunities to develop your career through internal and external training, professional qualifications, career coaching etc.
- Onsite parking for our Surrey Office
- Auto enrolment pension scheme
- Health Cash plan for discounted optical, dental and health
- Car allowance
- A dedicated learning and development plan for every employee

## Equal opportunities

We are an equal opportunities employer and we make sure that every step of our recruitment process is fair.



# Role profile

## Senior Development Manager (Regeneration)

Location: Walton on Thames/ London

Dept: Business Development (Development and Sales)

Salary: £60,000 + £1,874 pa essential car user

Hours: 35 hours per week

PA Housing is an award winning provider of affordable, quality homes, but our business is about more than property – it's about people. We aim to put our residents at the centre of everything we do and offer first class services to all.

Our business is built around decades of experience in the social housing sector across the Midlands, London, Home Counties and the South East. We hold a stock of more than 24,000 homes and employ 600 plus staff to provide a high standard of service to our householders.

Our success and our plans for the future would not be possible without our dedicated team of staff members. Every one of our employees help to make a difference to the lives of our residents and other local people, and we look after our team members well.

We currently have an opportunity for a Senior Development Manager (Regeneration) to lead on the delivery of specific regeneration schemes from inception to completion. You will work to identify secure regeneration and wider development opportunities whilst working closely with local authorities, health authorities, Homes England, the GLA and developers.

The successful candidate will have:

- At least 5 years experience of managing the delivery of complex and challenging schemes from inception to completion.
- Degree or equivalent and technical knowledge of building procurement, development planning, design and construction technology.
- Membership of a professional body e.g. RICS, CIOB, CIH.
- Extensive experience of working in a partnership environment to deliver common goals.

- Understanding of the planning process and proven experience achieving positive outcomes.
- Experience of procuring consultants and contractors in a regeneration or construction environment.
- Strong financial acumen and experience of carrying out financial appraisals.

This is a great opportunity for an enthusiastic and motivated individual to work as an integral part of a dedicated Development team.

We recognise that people are at the heart of our business and that success is dependent on enthusiastic and committed colleagues. We make sure they feel supported and encourage a culture of opportunity and learning to enable colleagues to fulfil their potential and make a real difference to people's lives every day.

Working for PA is incredibly rewarding. Everyone in our team makes a difference to people in the diverse and vibrant communities we serve.

In return, we reward our staff for their dedication by offering competitive salaries and an excellent range of employee benefits including:

- 26 days annual leave entitlement per annum plus bank holidays (pro rated for part time roles).
- Opportunities to develop your career through internal and external training, professional qualifications, career coaching etc.
- Generous pension scheme.
- Health Cash plan for discounted optical, dental and health.
- Perkbox – High street discounts.
- Long Service Awards.
- Health and Wellbeing initiatives.
- Walton on Thames is located 10 minutes from the M3 and 30 minutes from the M25.
- Our London offices are near Borough Market and Southwark Street tube station.

PA Housing - Passionate about delivering more affordable homes and great services

## **Main Purpose of Job**

- To identify and secure regeneration and wider development opportunities focused on PA Housing's existing assets and through partnership working with local authorities, health authorities, Homes England, the GLA and developers.
- To build and maintain relationships with internal and external stakeholders, coordinating engagement and communication and ensuring that benefits for our customers are optimised through regeneration initiatives.
- To lead the delivery of specific regeneration schemes from inception to completion, in collaboration with our New Business and Programme Delivery teams.



## Key Tasks and Responsibilities

### Strategy

- Identify and evaluate regeneration opportunities within PA Housing's existing stock, assessing the housing delivery, social and financial benefits and risks and supporting the AD Regeneration in making the business case for redevelopment.
- Produce financial appraisals to evaluate new regeneration opportunities, carrying out sensitivity analysis and producing options appraisals to inform the business case.
- Optimise opportunities to secure additional community benefits through regeneration, such as new community facilities and education, training and employment opportunities.
- Lead on the assembly of land required for regeneration, including negotiating the acquisition or variation of third party interests and instructing and liaising with legal services.
- Working with Housing Management teams, produce decanting and phasing strategies that seek to secure good outcomes for both existing and future customers.

### Engagement

- Build strong working relationships with local authorities, developers and other deliver partners, representing PA Housing as the key contact for operational matters.
- Working with teams across the business, to lead and coordinate the production of engagement strategies for regeneration initiatives, ensuring that the customer is at the heart of our approach.
- Build relationships and communicate with our customers and other key project stakeholders, promoting PA Housing as a delivery partner and landlord of choice.
- Co-ordinate community consultation events and represent PA Housing at these events.
- Lead engagement with internal stakeholders, ensuring that feedback is captured in the design process and new schemes can be effectively managed and maintained.

### Design and planning

- Procure, appoint and manage the design team and other technical and legal consultants to progress schemes through the design process, ensuring that any external funding and PA Housing's internal design standards are delivered.
- Act as the Client for the purposes of the Construction Design Management Regulations 2015, ensuring that all relevant appointments are made and managing the appointed consultants to ensure the delivery of their duties.
- Act as the applicant in the planning process, liaising and negotiating with LPAs and representing PA Housing at Planning Committee as required to secure planning consent for new schemes.

## **Pre-contract**

- Obtain valuation advice, prepare and check financial feasibility, sustainability and risk appraisals and assist in the preparation of approval reports to the Development and Assets Committee.
- Support the AD Regeneration in the negotiation and completion of scheme legal agreements, including Development Agreements, planning agreements and construction contracts.
- Effectively manage the professional consultancy team to identify and mitigate pre-construction risks.
- Lead the procurement of contractors where required, ensuring compliance with legal and internal governance requirements.

## **Delivery**

- Project manage the delivery of complex multi-phased mixed-tenure schemes while on site, taking client side decisions within delegated authority, representing PA Housing at site meetings and managing quality on site through the Clerk of Works.
- Proactively manage project risks, maintaining robust risk registers and identifying and implementing mitigation strategies in consultation with the AD Regeneration.
- Maintain clear scheme records to ensure internal and external audit compliance.
- Ensure that handover procedures are followed and that defects liability period is managed effectively.

## **Finance**

- Prepare, submit and maintain funding bids to Homes England, the GLA and other funding bodies.
- Manage large scale phased scheme budgets, ensuring that a clear audit trail is maintained and that cash flow information is provided monthly to Finance teams.
- Prepare scheme budget estimates and cash flows to support the production and updating of PA Housing's Business Plan.


## **General**

- Provide line management and supervision to staff as required, managing performance and supporting team members to develop their skills and experience.
- Seek to promote PA, enhancing PA's reputation as an effective developer and assist in the preparation of publicity information and functions.
- Contribute to the effective and efficient running of the business and Department, including contributing to the PA Business Plan and Development Strategy.
- To promote diversity in all aspects of involvement, scheme design, construction and professional services procurement.
- Work flexibly across sites and PA's office locations.

## Performance Measures

- Contribute to the delivery of 500 new affordable homes per year.
- Produce monthly reports and provide regular updates on progress to the AD Regeneration and Partnerships, and contribute to the production of reports to Leadership Team, Development Project Board, Development and Asset Committee and main Board, as required.
- Ensure schemes are delivered to meet Start on Site and Practical Completion targets as approved by our Development and Asset Management Committee and as agreed with the GLA and Homes England and the Programme Manager.
- Ensure tasks agreed at 1:1 meetings with your manager are met.

## Relationships & Contacts

- **Internal:** - Housing Services, Resident Involvement, Sales & Marketing, Assets, Finance and Customer Services teams.
  - **External:** - Contractors, Consultants, Local Authorities, Customers, GLA and Homes England.
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# Person specification

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

## Attitude

- Team player.
- Puts customers first.
- Passion for service excellence and continuous improvement.
- Is solution focussed and displays a 'can do' attitude.
- Always lives the PA values.
- Self motivated and effective self starter.
- The role will require frequent travel and regular site visits requiring the ability to drive, possession of a full driving licence and ownership and use of a car.
- The position will require a DBS check to be completed.

## Qualifications

- Educated to degree level or equivalent and have the ability to demonstrate extensive technical knowledge of building procurement, development planning, design and construction technology.
- Membership of professional body associated with construction industry e.g. CIH, RICS, CIOB.

## Skills

- Can apply strategic thinking and a holistic approach to solving complex problems.
- Strong negotiator who is able to bring difficult conversations to a positive conclusion.
- Able to understand and apply the provisions of complex legal agreements.
- Able to work on own initiative, make decisions and take responsibility for initiating actions.
- Prioritises and multi-tasks effectively to meet deadlines.
- Able to build and maintain effective relationships.
- Communicates effectively and is customer focused.
- Committed to excellent customer service and promoting equal opportunities.
- Ensures policies and procedures are adhered to.
- Able to co-ordinate, lead, motivate and work as part of a team with good judgement.
- Good financial and commercial awareness.

## Knowledge

- Knowledge of housing and regeneration policy affecting London & South East.
- Working knowledge of Homes England & GLA funding procedures and design and quality requirements.
- Detailed knowledge of the planning process and standard planning requirements.
- Knowledge of financial appraisal techniques and considerations.



- Knowledge of project management and risk management techniques.
- Awareness of diversity and accessibility issues relating to housing and housing design.
- Strong awareness of Health & Safety within the construction industry, including CDM regulations.
- Demonstrates knowledge of new house and apartment building, avoidance of defective works and quality inspection procedures.

## **Experience**

- At least 5 years experience of managing complex regeneration schemes from inception to completion.
- Extensive experience of working in a partnership environment to deliver common goals.
- Extensive experience of acting as applicant in the planning process and of using your skills and expertise to achieve positive outcomes.
- Experience of procuring consultants and contractors in a regeneration or construction environment.
- Experience of carrying out financial appraisals and interpreting the outcomes.
- Strong experience of positively contributing to value engineering to improve financial performance without reducing the quality or specification performance.
- Good experience of delivering schemes under JCT Design & Build Contracts and Development Agreements.
- Experience of managing teams of staff or consultants.
- Experience of using MS Word & Excel, Outlook and PowerPoint at intermediate level.
- Experience of working for a Registered Social Landlord or Local Authority.
- Experience of using appraisal software such as SDS Proval or PAMWIN.

# To apply for this role

Please email your CV to our recruitment partners Ocean Edge Executive Search at **[jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)**

For an informal chat please call Ocean Edge on **023 8000 1153**

Closing date:  
**Friday 10 May 2019**

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

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