

REGENERATION 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 Silver 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:



REGENERATION DEVELOPMENT MANAGER

Salary: £70,000

Based: Catford/New Cross

Reports to: Head of New Initiatives

Direct Reports: None - Engagement team support the Development Directorate but report to Head of New Initiatives

Our development team is charged with identifying and delivering new high quality housing across Lewisham.

We have ambitious targets to achieve in tackling the housing crisis and meeting the Lewisham Mayor's aim of building 1,000 new homes. Lewisham Homes as delivery agent for the Council are delivering 500 of those new social rented homes in addition to commercial units, private sale and shared ownership homes.

We are looking for a Regeneration Development Manager to oversee a large mixed use residential-led scheme that will deliver new, high quality homes and regenerate local communities. You will be joining an experienced, dynamic team that has been built in the past six months and is delivering innovative projects with excellent community involvement at the heart of them.

You will need a proven track record of delivering new affordable housing and regeneration schemes, 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:

As the Regeneration Development Manager you will be responsible for managing the successful residential-led mixed, use mixed tenure scheme of around 450 homes which is regenerating Achilles Street estate and New Cross Road.

Following an overwhelmingly positive GLA ballot, when 72.8% of eligible residents voted for comprehensive estate regeneration, and 92% of eligible residents casted their vote, we want the community to be at the heart of the proposals at all times.

The regeneration scheme will also include a range of socio economic projects to benefit the local community. As Regeneration Development Manager you will be responsible for making sure the Resident Charter is adhered to, in addition to ensuring that the Landlord Offer is provided. A minimum of 50% of the total homes built will be affordable and a minimum of 35% of the total homes built will be Council owned homes for social rents. The redevelopment will also need to provide affordable home ownership, private sale and commercial units. The location of the Achilles Estate is adjacent to Fordham Park, New Cross Road and between New Cross Gate and New Cross stations. A Cycle Superhighway will start at the estate and link into the Deptford Parks Liveable Neighbourhood project.

This regeneration scheme will focus on delivering socio-economic projects to support the community aspirations and as Regeneration Development Manager you will be assisted by the Community Engagement Manager and Officer in the New Initiatives team to facilitate this and ensure social value is delivered.

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

You will need to appoint and lead a consultant team to design and develop proposals for the regeneration area that are viable, offer quality homes that are affordable to build, maintain and live in, whilst delivering an improved New Cross commercial offer. You will work closely with the Head of New Initiatives, the community, LB Lewisham, Lewisham Homes colleagues, Members and other stakeholders to collaborate to deliver a successful regeneration scheme through design development, Planning and into phased delivery.

Responsibilities:

- Lead and manage the team for the regeneration project, ensuring an inclusive, effective customer focused service.
- Appoint and lead the design and consultant and other professional teams for the project to progress through due diligence and design development, attending regular meets and providing leadership, setting clearly defined milestones.
- Attend meetings with Steering Groups and other stakeholders.
- Work closely with the Head of New Initiatives and Community Engagement Manager to oversee the community engagement, consultation and empowerment activities and communication in line with the Regeneration Residents Charter and Equalities Analysis Assessments are carried out.
- Oversee with the Community Engagement Manager the social value creation and monitoring for the project and reporting on outcomes and socio-economic programmes.
- Work closely with the Lewisham Council decanting and buybacks team to ensure a smooth process that is aligned with the Regeneration Residents Charter and Landlord Offer.
- Take a lead role in building and maintaining relationships with stakeholders and community groups to ensure the effective delivery of the Building for Lewisham Achilles regeneration programme and Section 105 consultation.
- Take responsibility for obtaining internal and external project approvals, providing reports for Board, Mayor and Cabinet and GLA on progress.
- Ensure submissions for funding from LB Lewisham and GLA through OPS in timeframes required.
- Manage and be 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 whilst controlling risk and cost.
- To take a project team approach for all schemes from inception through to completion.
- Support the implementation of the strategy for business growth and development in accordance with Lewisham Homes business plan objectives, Lewisham Council Commercial policies and Planning requirements.
- 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 and quality requirements.
- The negotiation and delivery of a programme of schemes up to construction start, ensuring time targets are met.
- Negotiate land transactions, with Lewisham Council and other owners including Heads of Terms.
- Undertake research and analysis to inform development proposals and business cases.
- Commission, coordinate and evaluate technical and legal due diligence for land and development opportunities.
- Produce project programmes, and monitor and review consultant programmes, to ensure schemes meet target milestones.
- Lead and give direction on design, due diligence, resident/community consultation and planning process to achieve planning consent, whilst controlling cost, quality, risk and targets are met and leading the consultant team. Working closely with the EA/Cost Consultant through project lifecycle.
- Establish internal project teams to agree design, specification and construction and operational plans.
- Carry out routine and complex financial viability appraisals for a phased development, including commercial and update Sequel in relation to budgets, completion and standards.
- Work with the Design and Technical 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.
- Monitor financial planning and cashflows against the approved budgets.

- 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.
- Work closely with the Delivery team to ensure support for schemes through design, Planning and tendering for works delivery.
- Lead value engineering workshops and facilitate incorporation into schemes in order to maximise returns.
- Develop a commercial strategy to ensure futureproofed design is provided.
- Ensure compliant S.105 consultation is conducted and analysed and an Equalities Analysis Assessment is provided for the project.
- Ensure client and company design quality 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.
- 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.
- Work in tandem with the Delivery Team to ensure a collaborative approach that ensure smooth handover and support where necessary throughout the construction delivery stage.
- Work collaboratively with external stakeholders, funders, local authority partners and shareholders.
- Engage with key stakeholders including attendance of public consultations.
- Define Employers Requirements.
- 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, housing development, competitors and drivers both locally and in the UK. Keep abreast of policy changes in the sector.
- Ensure action plans to address key issues arising from engagement and consultation are developed and reviewed regularly, identifying key work streams and resource requirements and demographic information to ensure it addresses the diverse range of needs of the local area and impact on residents can be assessed.
- Identify new sources funding and manage the submission of bids.
- Work with the Head of New Initiatives and Communities Engagement Manager to ensure the Steering Group is trained, established and procure Independent Tenant and Leaseholder Advisors and Consultation companies to deliver statutory Planning consultation and manage the monitoring of these appointments.
- Ensure the design and delivery of the statutory Section 105 consultation where required is compliant.
- Ensure the Commonplace web portal and other media is up to date, open and transparent
- Ensure transparent communication and engagement with regularly updating the Development web pages, produce letters, newsletters, questionnaires, flyers, statutory notices and social media updates with the Communications team and Communities Engagement Manager
- Develop and deliver training and information programmes for community groups, resident representatives, commercial organisations, Members and internal stakeholders
- Attend Project Boards for regeneration schemes from inception through to completion.
- Provide regular updates on the programmes to the Head of New Initiatives for Board and Mayor and Cabinet reports.
- Lead with Community Engagement Manager the social value requirements with a clear pathway programme, delivery and monitoring and work with the Community Relations team to provide an annual report on initiatives and outcomes.
- Liaise with Lewisham Council's Communications team for sign off on Communications.
- Keep abreast of legislative changes and good practice within the sector, attending training as necessary and ensure the team is knowledgeable of tools and techniques for effective consultation and engagement and respond to complaints.

- Work outside normal office hours as required.
- Maintain excellent customer service in all areas of work.
- Comply with Lewisham Homes policies, including contractual standing orders, financial regulations and all HR policies and procedures in particular Health and Safety and Equality and Diversity.

Leadership and 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, including attending Development CPD's.
- Help build the profile of Lewisham Homes within the sector.

Health & Safety

- Ensure lone working training and risk assessments for the team are carried out.
- 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.

Safeguarding

- Lewisham Homes is committed to safeguarding and promoting the welfare of vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to vulnerable adults.
- All staff working with Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of vulnerable adults when applying for posts at Lewisham Homes.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

PERSON SPECIFICATION

Regeneration 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

- Doesn't walk by a potential safety hazard – reports it or takes action appropriately
- Ensures own actions doesn't put themselves and others at risk
- Learns from incidents and "near-misses"
- Demonstrates personal responsibility for safety of themselves and customers/colleagues
- Raises safe-guarding concerns using the appropriate channels
- Takes responsibility for own safety and creating a safe working environment

Excelling with customers

- Is helpful to residents/customers thinking about their situation and what they might do to assist them
- Recognises the impact they can make on residents/customers and strives to be constructive.
- Shows empathy for residents/customers. Is inclusive, respectful and values the diversity of our residents/customers.
- Adapts working style to meet the diverse needs of our residents/customers
- Manages their own emotional behaviour, ensuring they remain "in the black" under pressure.

Collaborative with colleagues/partners

- Works positively and helpfully with colleagues and partners (not just in their team)
- Acts a trusted colleague, can be relied on to contribute
- Is inclusive, respectful and values diversity
- Manages their own emotional behaviour, ensuring they remain "in the black" under pressure
- Is considerate of how their actions impact others and their work

Takes responsibility for delivering

- Takes responsibility for own actions, strives to deliver an excellent service to a high standard.
- Is professional.
- Delivers to commitments – does what they say they will do.
- Talks positively about the organisation, commits to its vision and mission in their work.
- Takes pride in their work.
- Takes direction from their leaders
- Prepared to take the initiative when operating alone and shows a 'can do' attitude under pressure.
- Plans their work to meet objectives.
- Works with honesty and integrity.
- Delivers Value for Money – considers cost, time and value in their actions.
- Actively tries to help others solve their problems, thinking about solutions which help solve the issue.
- Delivers in accordance with policy/procedures and statutory obligations
- Makes decisions within their power to make

Learns and innovates

- Flexible in attitude and approach: is willing to adapt approach and work practices in light of LH business requirements and feedback.
- Is aware of personal strengths and weaknesses, seeks out ways to work to strengths and develop weaknesses.
- Listens openly to feedback– seeking to learn and striving to be the best they can be
- Tries to improve service and personal standards; challenges work practices looking for better, more efficient solutions.
- Remains constructive even when under pressure and living through change; is positive and not cynical.

Communicates effectively

- Listens to others when they speak, is respectful.
- Considers the best form of communicating to others
- Structures information and responses clearly and concisely.
- Asks questions of others to understand the situation/problem
- Keeps residents and colleagues informed of actions and next steps (prefacing, time-speak and foreshadowing).
- Consistently uses a Positive First Response
- When writing to residents/colleagues uses organised customer friendly writing (titles, bullets, tables).
- Ensures response addresses questions/points raised.
- Uses concise and easy-to-understand language (avoids big words and needless sentences).

Skills and experience

- Experience in property development and an understanding of the development process and project management.
- Regeneration development experience from inception of the project through design development and planning into delivery for mixed use, mixed tenure schemes.
- Experience of overseeing socio-economic programmes for regeneration areas and monitoring outcomes.
- Knowledge of the development process, current planning process legislation, regulations, standards, and Best Practice procedures.
- Knowledge of securing grant funding.
- Experience of managing a development project from inception, 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 for mixed tenure, mixed use schemes.
- Knowledge of building law and contracts, procurement methods and building technology.
- Experience of managing budgets and controlling expenditure.
- Strong negotiation skills and commercial acumen and able to influence.
- Excellent report writing and presentation skills.
- Ability to carry out routine and complex financial appraisals.
- Experience of establishing and working collaboratively with stakeholder, especially resident Steering Groups.
- Able to interpret drawings, specifications and building contract documentation.
- Ability to organize and Chair meetings effectively.
- Excellent organisation and project management skills to effectively plan workload and ensure excellent record keeping skills.
- Experience of using bespoke and off the shelf financial appraisal software.
- Thorough understanding of financial appraisals and risk analysis of projects.
- Ability to find solutions in delivering regeneration schemes.
- Collaborative, can do approach to team working.
- Ability to manage a portfolio of varied and complex schemes.
- Good communication, negotiation and liaison skills.
- Experience of carrying out complex financial viability appraisals and cashflow management.
- IT literate.

- Have excellent written and oral communication skills, able to adapt as appropriate to accommodate different audiences, able to deliver formal presentations and write reports.
- Able to lead, managing and motivating multi-disciplinary project design team.
- Experience of working to tight deadlines and prioritizing workloads.
- Track record of successful regeneration project management.
- Experience of delivering mixed tenure, mixed use development in terms of design, demand and financial viability.
- Experience of leading value engineering workshops.
- Sound knowledge of legislation, regulation, policy and best practice related to development and regeneration.
- Able to adapt to changing circumstances and priorities.
- Expresses opinions, information and arguments clearly.
- Probes for further information or greater understanding.
- Works productively in a high pressure environment involving shifting priorities.
- Freely collaborates and shares both information and knowledge.
- Remain open to other people's points of view and receptive to new ideas.
- Knowledge and demonstrable practice of evaluation techniques and practices in communications.
- Understanding of public affairs including the mutual impact of a local political environment.
- Experience of producing communications materials for residents and public/key stakeholders.
- Experience of liaising with a diverse community, developing successful strategies and mechanisms for inclusion.
- Knowledge and experience of Planning legislation and the various stages involved in the development process.
- Shows evidence of clear analytical thinking, gets to the heart of complex problems and issues, applies own expertise effectively, communicates well in writing and verbally.
- Responsive to customer/stakeholder needs, keeping them up to date and informed.
- Remain calm and professional when under pressure and solution focused.
- Sensitive to reputational issues.
- Consults, listens and shows empathy to others.
- Knowledge and experience of the Social Value Act and regulatory requirements that relate to consultation and use of personal information.
- Experience of GDPR policies and procedures with consultation and engagement.
- Experience of delivering procurement projects.
- Experience of stakeholder management.
- Experience of attracting new funding, managing budgets and contracts.

Education and Qualifications

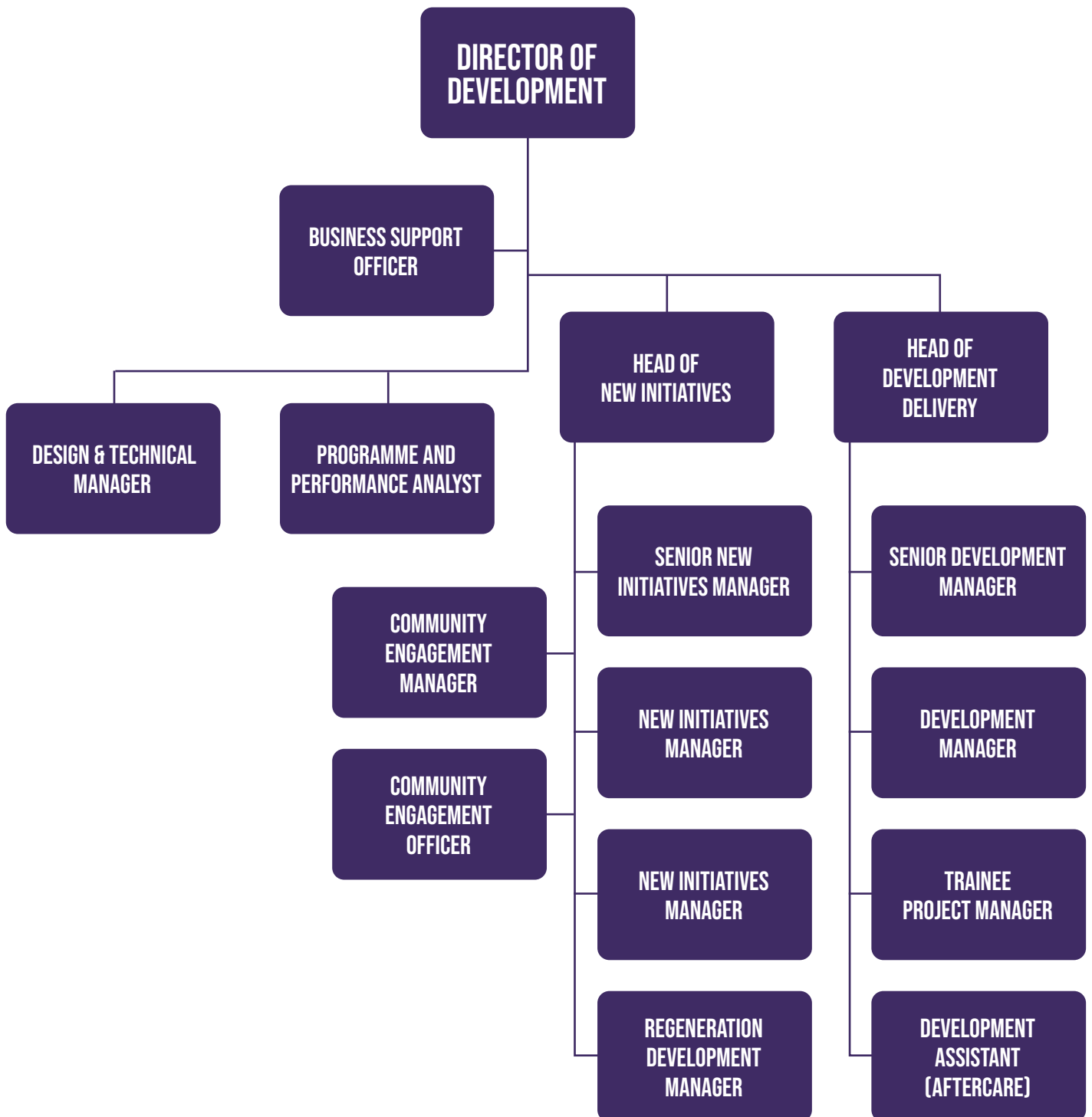
- Educated to degree level or equivalent- Desirable

To apply

Please email your CV to our recruitment partners Ocean Edge, email: jobs@oceanedge.biz
Closing date is Monday 16 March, 2020. Interviews will be held on 19 and 24 March, 2020.

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 Monday 16 March 2020.** Interviews will be held on 19 and 24 March, 2020.
- 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

