



# LAND AND NEW BUSINESS MANAGER

[www.oceanedge.biz/paradigm](http://www.oceanedge.biz/paradigm)

working in partnership with  
**OCEAN EDGE**  
EXECUTIVE SEARCH

# ABOUT US

**We are one of the leading providers of affordable housing in the South East, managing nearly 15,000 homes across 34 local authority areas in the Home Counties and North and West London.**

Since our beginnings more than 30 years ago we have expanded significantly in geographical scope and size.

Our principal activities are:

- providing affordable housing for rent
- delivering low-cost home ownership (mainly shared ownership)
- offering temporary or permanent housing solutions to address homelessness issues
- providing hostel accommodation for single and young people.

We are proud of what we achieved and after being awarded the highest rating possible from the Regulator for Social Housing for our governance and financial viability we are best placed to look forward to an exciting future. With a £300 million development programme we have ambitious plans to grow to enable even more people to benefit from our outstanding service and high quality homes.

Our aim is to be the best at what we do in the places where we work and we are looking for people who share our passion for social housing and creating communities where residents are proud to call home, to come and join us.

To help us achieve our targets of delivering up to 600 new homes each year we are looking for a Land and New Business Manager to secure new development opportunities and help drive forward our plans for expansion.

As Land and New Business Manager you will identify, evaluate, negotiate and secure opportunities for new homes. The role involves leading projects from inception to pre-start on site; including acquisition, the planning process, negotiating contracts and managing budgets, in order to develop sites and maximise revenue potential.

In return for your hard work we can offer a competitive salary alongside a range of benefits including generous holiday entitlement, choice of pension schemes, bonus incentive and flexible working arrangements.

We are looking for passion and commitment and if you have the right skills and experience we welcome your application, wherever you may be in your career. Whether you are looking for a promotion, returning to work after a break or having previously worked at a more senior level and would like to benefit from our flexible working practices, please get in touch, we look forward to hearing from you.

## OUR PURPOSE

Paradigm exists to provide good quality homes for those who could not otherwise afford them.

## OUR VISION

To make the very best use of our resources so we can provide new affordable homes and a fair deal for existing customers.



You will be joining the Land, New Business, Planning and Sales team within the Development Directorate at Paradigm. We are focussed on acquiring new opportunities for the business, promoting schemes through planning and selling a quality product to achieve a healthy sales margin. We have a competitive model that enables us to secure our chosen projects and a quality first agenda that prioritises thoughtful, sustainable and desirable development. Our colleagues in the Delivery team provide technical expertise and knowledge to support us as well as maintaining our good relationships with partners as schemes progress through construction. Paradigm has a healthy cash facility and a development pipeline to fill, giving you much opportunity to positively contribute to the directorate's objective of completing c.600 new homes per year.

# WHERE WE OPERATE

Paradigm stock – owned and managed at 31 March 2019

Total: 14,908 homes

## KEY

KEY DEVELOPMENT AREAS

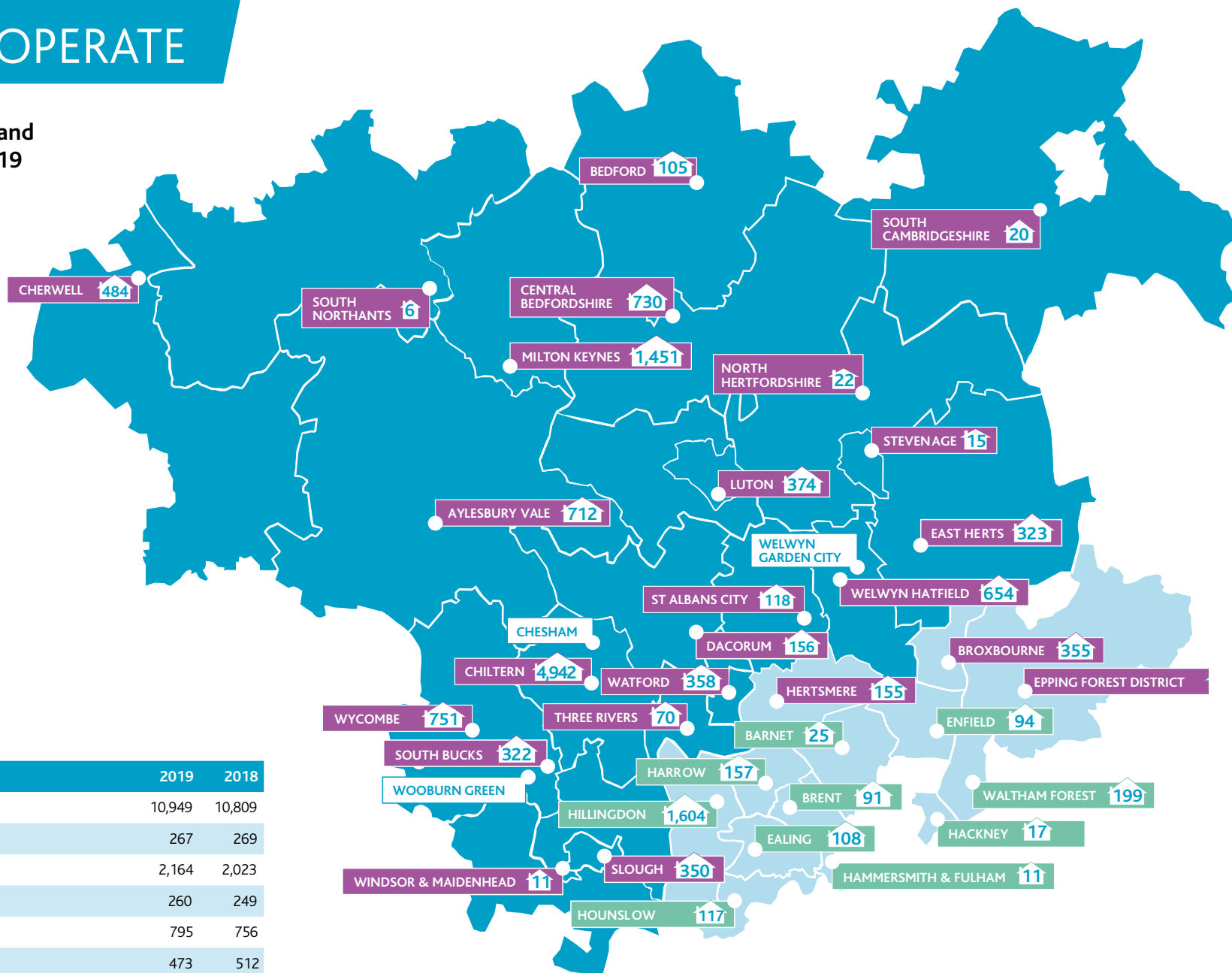
PARADIGM OFFICES

LOCAL AUTHORITIES:

REGIONAL COUNCILS

LONDON BOROUGHS

NUMBER OF PROPERTIES



Owned and managed properties	2019	2018
Rented social housing	10,949	10,809
Supported housing	267	269
Low cost home ownership	2,164	2,023
Market rent	260	249
Leaseholders	795	756
Temporary housing	473	512
<b>Total</b>	<b>14,908</b>	<b>14,618</b>



# OUR VALUES



## SAFER TOGETHER

The safety of our customers, colleagues and ourselves is a priority in everything we do.

- Putting safety first



## DRIVING IMPROVEMENT

We seek to do things better and deliver value to our customers.

- Commercial and financial awareness
- Change and innovation
- Delivery focus



## BEING CLEAR

We will communicate in a clear and consistent manner so that our customers, colleagues and stakeholders understand the high standards that we work to.

- Managing information
- Communication
- Planning and organisation



## ACTING THOUGHTFULLY

We make ourselves aware of our customers' and colleagues' circumstances and consider this thoughtfully and respectfully when taking action so that they know we care.

- Involvement and inclusion
- Customer focus
- Integrity and respect



## WORKING AS ONE

We work collaboratively with others and also take personal responsibility for delivering outcomes for our customers, colleagues and stakeholders.

- Team work and collaboration
- Developing self and others



'Strategy planning' at our 2019 summer barbecue event



# LAND AND NEW BUSINESS MANAGER

**Salary: £57,000 - £60,000 p/a plus benefits**

**Based: High Wycombe**

**Closing date: Friday 6 March, 2020**

## KEY RESPONSIBILITIES, ACCOUNTABILITIES AND ACTIVITIES:

- Identify, evaluate, and, where appropriate, secure opportunities which lead to the construction of new homes. Such opportunities may include Land, Section 106 deals, land/build packages, and/or other partnership arrangements.
- Ensure all new opportunities are consistent with Paradigm's financial, quality and strategic objectives.
- Keep accurate records which meet audit requirements and comply with Group processes and procedures.
- Work with the Head of Land and New Business to create a dynamic and proactive approach to generating new business opportunities by creating and maintaining a network of contacts and strategic relationships.
- Work with the delivery, and planning and promotion/regeneration teams, engage and lead architectural, planning and valuation consultants – so as to optimise the development potential of sites in line with the Development Strategy, maximising revenue potential, quality of place, and sustainability, in line with the Group's quality agenda.
- Ensure that all data you produce is accurate and provided within agreed timescales. Take responsibility for monitoring expenditure against approved budget for projects. Ensure all potential and actual over/under-spends are reported immediately in line with procedure.
- Carry out all appropriate due diligence – so that cost, quality, and delivery programme assumptions are all as reliable as possible.
- Lead projects from inception to pre-start on site, managing all pre-contract development processes including acquisition; due diligence; engagement of key stakeholders within and outside of the Group; and where necessary, the planning process; gateway approvals; negotiating contracts and setting and managing budgets.
- Engage with colleagues across the business at an early stage - so that there is group wide support for your proposals when they are considered for formal approval.
- Establish and maintain a productive network of contacts with land owners, developers, agents, contractors and consultants to assist in identifying new opportunities and in delivering existing opportunities. Communicate and promote PHG's Development Strategy ambitions to potential partners.
- Negotiate effectively with contractors, local authorities and other stakeholders to bring forward schemes within time and cost constraints.
- Assess risks and identify mitigation actions.
- Report to the Executive Management Team (MT), Project Assessment Group (PAG) and Development Committee (DC) as appropriate to gain the necessary consents to proceed with new projects in accordance with PHG's approved "Gateways", including writing and presenting reports and presentations to internal and external stakeholder groups.
- Ensure that consultants are instructed, managed and their performance monitored in accordance with the Group's procurement parameters.



Team work at our 2019 summer barbecue event



- Negotiate land contracts, development agreements and planning agreements in accordance with Board-approved limits.
- In collaboration with delivery colleagues, negotiate build contracts, securing terms in accordance with adopted policy, ensuring compliance with procurement rules.
- Review project proposals to ensure designs meet HE/GLA and PHG's design and technical requirements.
- Keep all scheme audit files up to date to ensure audit compliance. Ensure the thorough handover of projects to the Development Delivery teams, including comprehensive project files, briefing notes and checklists.
- Ensure development programme targets are met or exceeded. If there is risk of programme slippage, carry out reforecasting and notify the Head of Land and New Business in advance.
- Liaise with the Programme and Compliance Team to ensure that programming, financial and statistical returns are in line with best practice, and regulatory requirements.
- Assist the Head of Land and New Business in working collaboratively with the wider Development team in managing all risks associated with land and new business activity, and in

providing assurance to the Board that risks are effectively identified, reported, and controlled.

- Assist the Head of Land and New Business in working collaboratively with the other Development teams to achieve the transformation of the Development directorate, to create a high-performing, forward-looking function based on sound commercial disciplines and processes.
- Proactively work with colleagues in other teams and directorates within PHG to deliver strategic objectives through mutually rewarding and productive working practices.
- Resolve conditionality requirements attached to purchases.
- Ensure effective handover of schemes to the Delivery team, with engagement as required through the purchase, and build stages.
- Work with Asset Management to identify and progress opportunities within the Group's ownership and provide assistance in dealing with land disposals and other transactions relating to existing assets.
- Undertake any other duties on behalf of, and as directed by, the Head of Land and New Business from time to time.
- Adhere to the Group's Code of Conduct, Customer Care Standards and key legislation such as Data Protection Act.



Values launch anniversary awards 2019

## PERSON SPECIFICATION

Please read the key competencies required to complete this role and ensure you address these areas fully in your application as these will be used in the process of shortlisting and assessment.

E – Essential P – Preferred

- Educated to a Degree level or equivalent (E), working towards a relevant professional qualification (P)
- Demonstrable experience in a similar New Business or Land Buying role with a proven track record of acquisition (E)
- Experience and knowledge of the Development Process (E).
- Some awareness and understanding of the social housing market and products including relevant legislation (P)
- Experience of financial appraisal modelling (including stress / risk testing) (E); knowledge of the "SDS ProVal" appraisal tool (P)
- Experience and knowledge of legal contracts in relation to land and planning agreements (E)
- Experience of managing risks in acquisition (E)
- Experience and knowledge of different types of building contracts (E)
- Experience managing technical/ professional teams to carry out due diligence (E)
- Understanding of grant funding via the HE/GLA (P)
- Understanding of Section 106 agreements and the planning process (E)
- Experience of budget and project management (E)
- Good communication and negotiating skills and the ability to influence others (E)
- Good written communication skills with understanding of the importance of the detail (E)
- Ability to make appropriate decisions within the scope of the post and established policies and procedures, (E)
- Evidence of ability to work collaboratively with colleagues across an organisation to deliver strategic objectives (E)
- Ability to organise workload and prioritise key tasks, working flexibly to deliver required outcomes and meet deadlines (E)
- An awareness of the national housing, development and regeneration agenda (P)
- Willingness to accept feedback constructively and act on guidance and support as and when necessary (E)
- Ability to maintain the quality of own and others' work (E)
- Evidence of ability to deliver to the required standards with a commitment to continuous improvement (E)
- A full driving licence with access to a car for business purposes (E)
- Positive, problem-solving attitude with ability to articulate PHG's vision and purpose with clarity and passion (E)

## LEVEL OF AUTHORITY

- Project budget setting and budget management.
- Responsibility for authorising payments in line with PHG's payment procedures.
- Instructing and appointing professional advisors e.g. valuation surveyors, Employer's Agents, solicitors etc.
- Agreeing contract terms within Board-approved limits.

## REQUIRED OUTCOMES FROM POST

Success in this post will be measured by:

- Securing new opportunities for the Group in line with agreed targets and Board parameters.
- Negotiating contracts which comply with the Group's Design Brief and HE/GLA procedures.
- Securing projects which are great places for our customers to live.
- Demonstrating active participation in developing relationships to secure new opportunities.
- Cost and risk assessments that are accurate and confirmed as such by outcomes.
- Managing scheme budgets within approved limits.
- Managing project teams effectively to deliver viable, high quality homes.
- Constructive and positive relationships and engagement across the organisation.

# TERMS AND CONDITIONS OF SERVICE LAND AND NEW BUSINESS MANAGER

## Salary on appointment:

The salary for this position is £57,000 - £60,000 per annum according to skills and experience.

## Length of Contract:

This position is permanent.

## Payment of salary:

Salary is paid monthly on the fifteenth working day of the month by direct credit into a bank or building society account.

## Location:

Although this post is based at our head office in High Wycombe, Buckinghamshire, there will be regular travel around our area of operation and to our other premises, along with the potential to work remotely, so own transport is essential. Business mileage is currently paid at 45p per mile (less home to work mileage).

## Probationary period:

This appointment will be subject to a probationary period of six months, during which time the post holder will be expected to establish his/her suitability for the post.

## Hours of work:

These are 37 per week to be worked Monday to Friday.

## Flexible working arrangements:

We support flexible working arrangements that meet business needs and those of our staff. This could involve part time hours or working from home or from one of our other office locations, coming to our Head Office when required. We believe in agile working and appreciate that our staff do not necessarily have to be in the office all the time to get the job done.

## Holiday entitlement:

The holiday entitlement for this post is 25 days a year, rising to 27 days after two years' service. Rising on an incremental basis to a maximum of 30 days after ten years' service. Plus 3 additional days between Christmas and New Year when the office is closed. Ability to buy up to 5 days holiday a year.

## Pension scheme:

Paradigm offers two very different contributory pension schemes, both administered through the Social Housing Pension Scheme:

We offer a Career Average Related Earnings pension scheme whereby the benefit received at the end upon retirement is fixed, however the contribution rates may be subject to change. The individual contribution rate for this scheme is currently 9.2% and Paradigm currently pays in 7.5%.

We also offer a Defined Contribution scheme which enables staff to define how much to pay into the scheme but the end value is not defined. A pot of money is accrued and employees can choose how to invest the funds in the various retirement options. The individual contribution rate for this scheme ranges between 3 and 10% and the company pays in 7.5%.



## Incentive bonus scheme

We have implemented an annual bonus scheme with links to both corporate and individual performance. Our business performance will be assessed by the Board against published targets that will be set and communicated at the beginning of each year. Individual performance will then determine the relative size of the bonus award to individuals.

The maximum pay-out will be 10% of salary. This will be paid to the very highest performers in a year when the business meets the stretch targets set by the Board. In a year when the business meets its stretch targets, good performers would expect to earn 5% of their salary.

## Health Cash Plan

The health cash plan (currently Medicash) offers cash back on the cost of dental and optical bills, physiotherapy and more. It also offers cash back on a range of complementary and alternative therapies, chiropody, massage and diagnostic tests and scans. Claims don't have to be work related.

## Flexible annual leave benefit

This scheme allows employees, who have completed a satisfactory probationary period in their post, to elect to buy a maximum of five days annual leave in any one leave year, subject to terms and conditions.

## Wellbeing

We offer a range of health and wellbeing benefits for staff including Pilates sessions plus social events throughout the year such as a summer barbecue, Christmas party and quiz night. Staff also benefit from free tea and coffee, free parking and a recently enhanced family friendly policy.

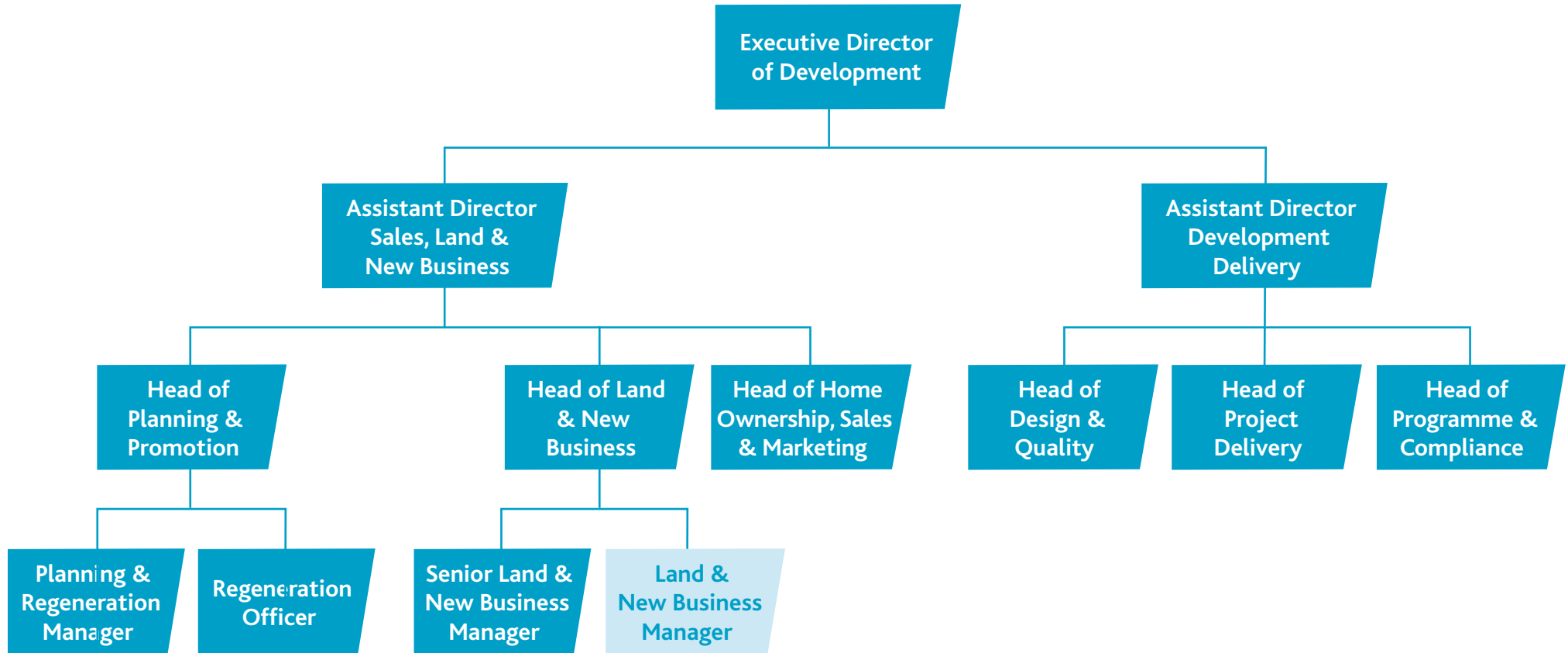
## Policy on smoking:

Paradigm operates a no-smoking policy in all of its offices.

Full terms and conditions of service will be set out in the contract of employment which will be issued on appointment.



# STRUCTURE CHART



## TO APPLY

- Please email your CV to our recruitment partners Ocean Edge, email: [jobs@oceanedge.biz](mailto:jobs@oceanedge.biz)
- Closing date is 6 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.

working in partnership with

**OCEAN EDGE**  
EXECUTIVE SEARCH

The logo for Paradigm, featuring the word "Paradigm" in a bold, italicized, sans-serif font, enclosed within a white speech bubble shape that has a tail pointing towards the bottom left.

*Paradigm*