



PLANNING AND REGENERATION MANAGER

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 £300million 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 Planning and Regeneration Manager to drive projects through the planning process, ensuring quality of build and commercial viability.

Acting as the day-to-day manager of multiple internal and external project teams you will oversee the promotion of 300-400 plots at various sites. Working with internal staff teams and a range of stakeholders including consultants, landowners, land agents, local authority officers, councillors and funders, your role will be to get schemes 'construction ready' whilst optimising the development potential.

You will need excellent project management and problem-solving skills with the ability to innovate and adapt, whilst meeting deadlines and achieving targets.

In return for your hard work we can offer a competitive salary alongside a range of benefits including generous holiday entitlement, choice of pension scheme, 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.

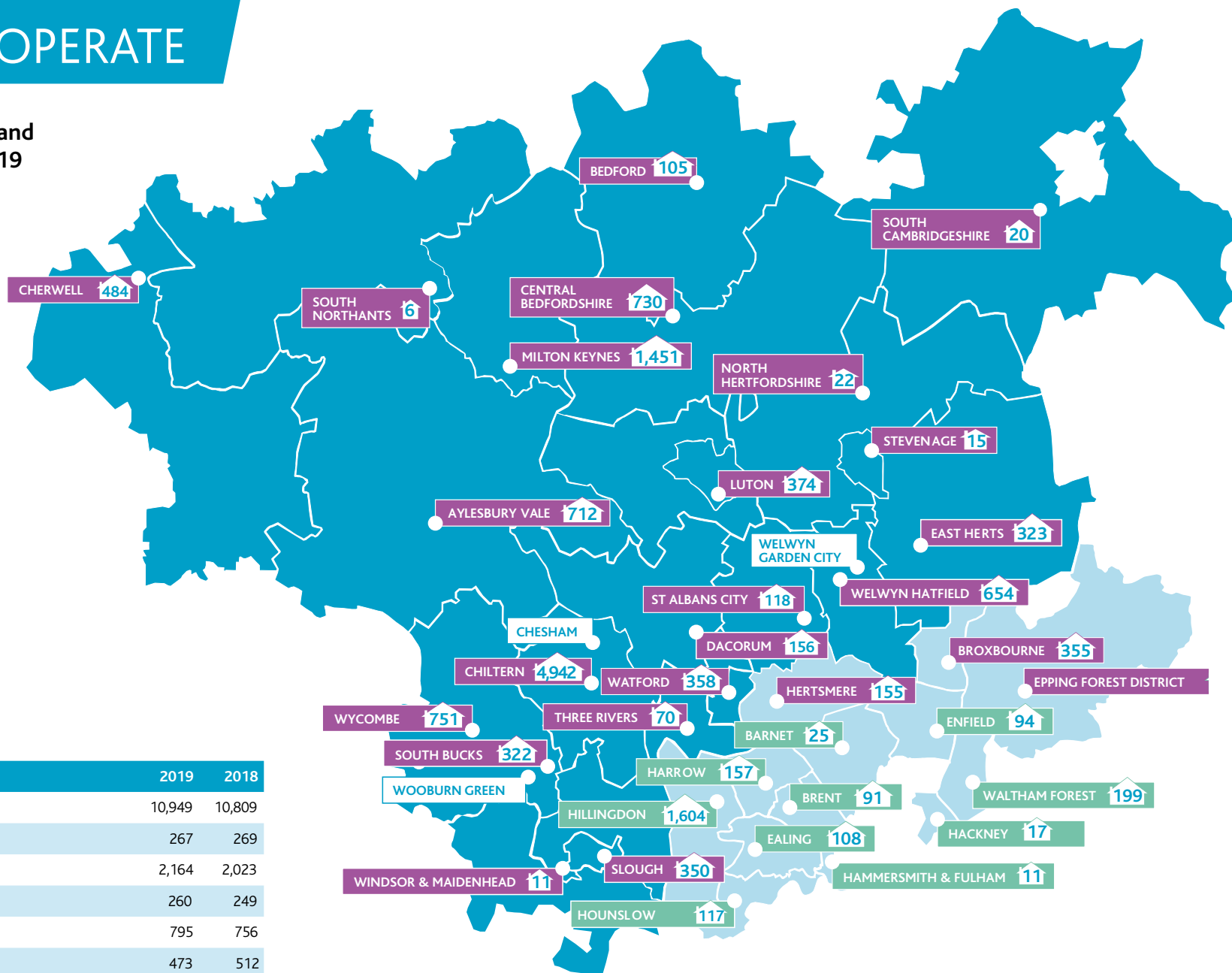
WHERE WE OPERATE

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
Total	14,908	14,618

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



PLANNING AND REGENERATION MANAGER

Salary: £60,000 p/a plus benefits

Based: High Wycombe

Closing date: Friday 6 March, 2020

REGULAR CONTACTS:

Landowners, land agents, LPA officers, Other LA officers, Councillors, Consultants; Contractors & Sub-contractors; Homes England and GLA officers; Valuers and other Paradigm colleagues

RESPONSIBLE TO:

Head of Planning and Promotion

JOB PURPOSE:

To bring land assets controlled by Paradigm to a "construction-ready" condition as rapidly and efficiently as possible. This will involve working alongside a range of colleagues, for example, Sales, Delivery & Finance, to drive projects through the town planning process, in line with Paradigm's Development Strategy, Design Standards and Group Objectives.

KEY RESPONSIBILITIES, ACCOUNTABILITIES AND ACTIVITIES:

- Progress identified / secured sites through the town planning process in line with the Group's Development Strategy, Quality Standards, Design Guide, and other requirements.
- Work with the Head of Planning and Promotion to manage, on a day-to-day basis, project-specific consultant teams so that they are effective and receive appropriate levels of challenge. This is to optimise the development potential of sites, maximise revenue potential in line with Paradigm's objectives, and ensure all schemes are great places to live/visit, and achieve the quality and sustainability aspirations of the Group.
- Work proactively with colleagues across Paradigm (inside and outside the Directorate) to deliver strategic objectives through mutually rewarding and productive working practices. A key element of this role is fostering close and early collaboration with the Development Delivery Team.
- Engage with Local Authority partners in pursuit of residential-led developments that meet identified housing need and address both Paradigm's and the LA's objectives.
- Forge and maintain relationships with all relevant external stakeholders – including local authority officers, residents/tenants groups, consultants, and promoters, and act as a team expert on Town Planning issues in our areas of operation.
- Ensure the Head of Planning and Promotion is kept fully apprised of the progress of all schemes, and immediately highlight any areas of risk, or any proposed or potential departures from approved strategy or policy.
- Report to the Executive Management Team (MT), Project Assessment Group (PAG) and Development Panel (DP) to gain the necessary consents in accordance with Paradigm's approved "Gateways", including writing and presenting reports and presentations to selected stakeholder groups, both internal and external.
- Ensure agreed performance targets are met or exceeded. Where you identify a risk that these will not be achieved, provide a timely explanation coupled with alternative proposals for consideration and, if approved, implementation.
- Ensure effective monitoring of all land being promoted and provide accurate and timely reports as agreed with the Head of Land and Planning.

Team work at our 2019 summer barbecue event



- Assist the Head of Planning and Promotion in working collaboratively with the Sales and Marketing and Development Delivery teams to achieve the transformation of the Development directorate, to create a modern, forward-looking function based on sound commercial disciplines and processes.
- Assist the Head of Planning and Promotion in working collaboratively with the Sales and Marketing and Delivery teams in managing all risks associated with the delivery of land and new business activities and in providing assurance to the Board that risks are effectively controlled.
- Undertake any other duties on behalf of the Head of Land and Planning from time to time.

LEVEL OF AUTHORITY

- Act as the day-to-day manager of multiple different internal and external project teams, including managing feasibility budgets up to £1m, with regular reporting and accountability up the line.

REQUIRED OUTCOMES FROM POST

Success in this post will be measured by:

- Contribute to the establishment of the Development team as a high-performing, forward-looking function based on sound and embedded commercial disciplines and processes.
- Oversee the promotion of 300-400 plots as part of a programme of projects that will deliver circa 600 homes per annum.
- Act as a “bridge” between the Planning and Promotion Team, and the Development Delivery team.
- Create a platform for high levels of customer satisfaction (compared to peers) through quality of design, specification, construction, and location.
- Contribute to a team culture that is results-focussed, problem solving, and skilled in securing the best possible outcomes from the planning process in terms of quality of place, and commercial performance.
- Collaborate positively with colleagues across the business, and act as an ambassador for Paradigm.



Values launch anniversary awards 2019



'Aiming to hit our targets' 2019 Summer BBQ event

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

- A relevant degree and at least 4-5 years post-qualification experience relating to development surveying and / or town planning (E)
- Qualified Chartered Town Planner (MRTPI) and RICS / RIBA (P)
- Demonstrable success in securing residential-led planning consents for a variety of projects and locations (E)
- Experience of managing complex technical and professional teams (E)
- Experience of collaborating successfully with construction teams to ensure buildability, value, and quality of the finished neighbourhood (E)
- Knowledge and experience of the Social Housing Sector (P)
- Experience and knowledge of development appraisals including sensitivity / risk testing and the ability to present findings to a variety of audiences (E)
- Solutions-focussed individual with ability to innovate and adapt (E)
- Experience of establishing effective systems and processes of control, reporting and project management (E)

- Experience of collaborating successfully with others to achieve results (E)
- Proven ability to manage the key financial and other risks associated with a development portfolio at project and programme levels (E)
- Numerate, entrepreneurial and an excellent communicator verbally and in writing (E)
- Experience of being part of a team and contributing to the wider strategic business direction of an organisation (P)

TERMS AND CONDITIONS OF SERVICE PLANNING AND REGENERATION MANAGER

Salary on appointment:

The salary for this position is £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.

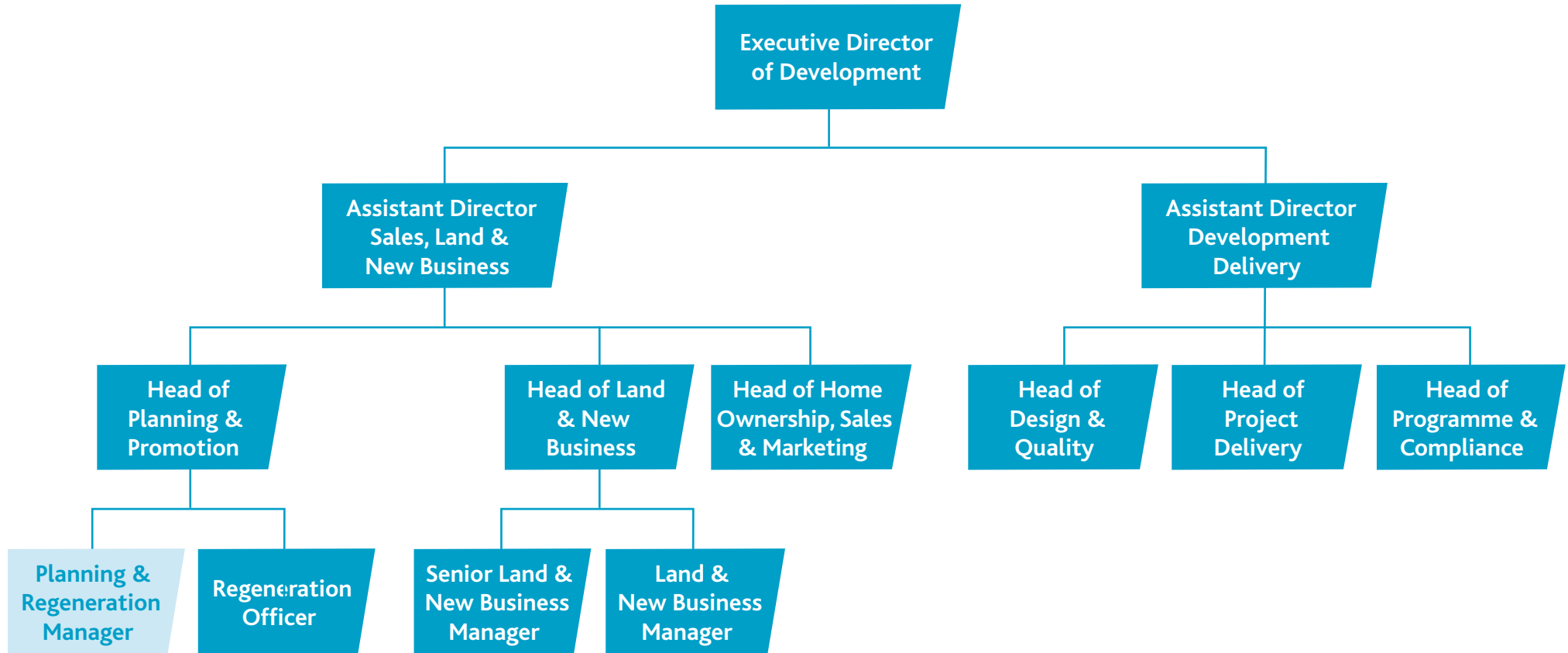
Policy on smoking:

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
- 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.

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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