



# SENIOR LAND AND NEW BUSINESS MANAGER

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

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

# ABOUT US

**Paradigm is a registered provider of affordable housing for rent and for shared ownership. We own or manage over 15,000 homes in and around the three counties area of Buckinghamshire, Bedfordshire and Hertfordshire.**

We were the first large scale voluntary transfer housing association, established in 1989, when Chiltern District Council transferred its stock to Chiltern Hundreds Housing Association – which changed its name to Paradigm.

Our aim is to continue to focus in the areas of Buckinghamshire, Bedfordshire, Hertfordshire and eastern parts of Oxfordshire where we own most of our homes. We believe that by increasing the concentration of homes we own in these areas we will be able to deliver better and more efficient services to our residents. Focusing in core areas will also support our ambitions to support our residents in ways that go beyond the traditional landlord role, including by working in partnership with local authorities and voluntary sector partners. In addition, we think that focusing on a tighter geography will enable us to understand better the housing markets in which we develop new homes.

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 and the financial capacity to rapidly expand our land bank, we have ambitious plans to grow to enable even more people to benefit from our outstanding service and high quality homes.

## OUR PURPOSE

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

## OUR VISION

We provide excellent customer service and build new homes to help more people. We make sure our homes are safe and sustainable and strive to do more by making the most of our resources.

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 600 new homes each year we are looking for a Senior Land and New Business Manager to take the lead on identifying and securing new development opportunities. You will lead on negotiating contracts, leading teams and carrying out cost and risk assessments to ensure schemes are successful.

We are a Best Companies One Star organisation and in return for your hard work we can offer a competitive salary alongside a range of benefits including generous holiday entitlement, defined contribution 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.

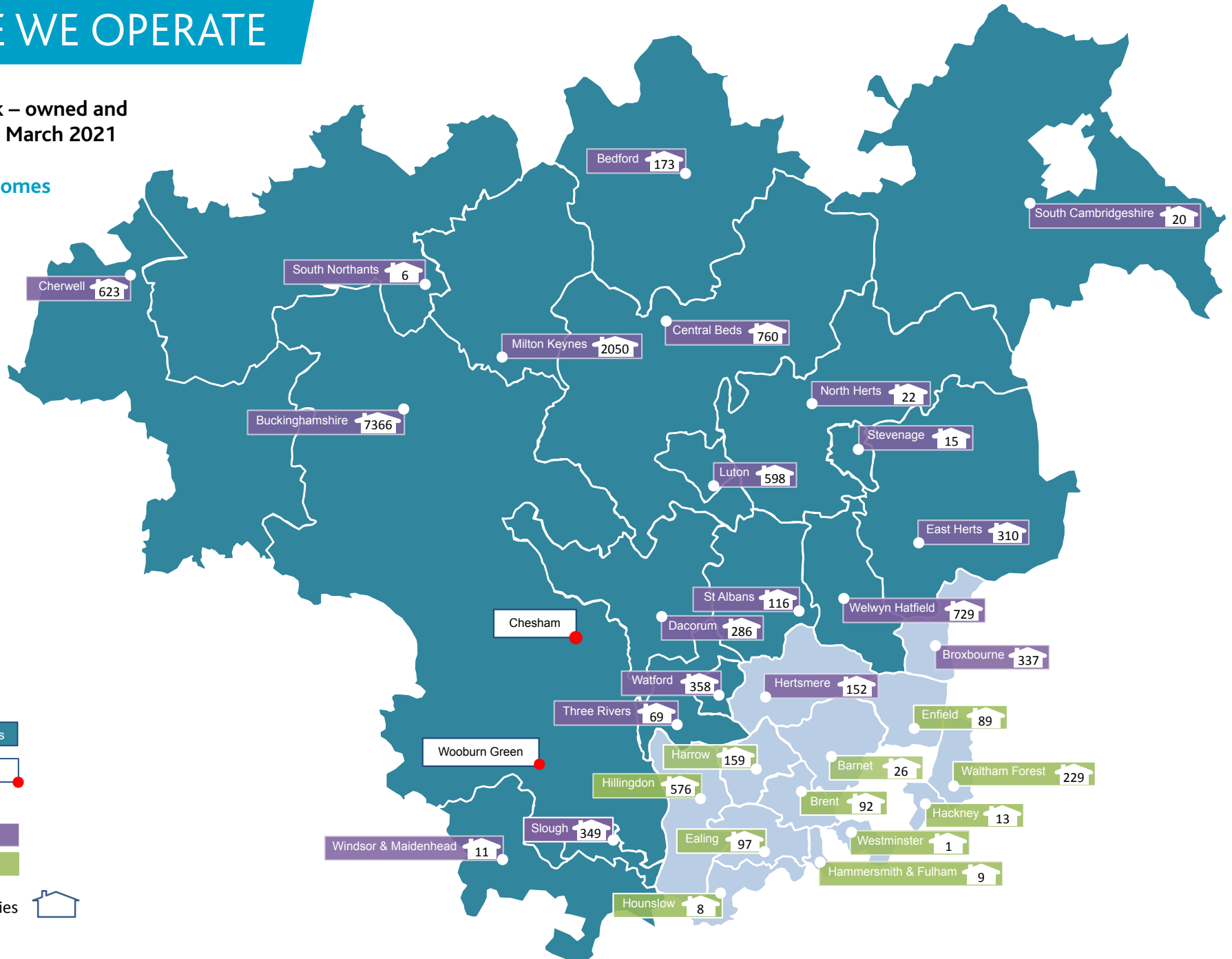
You will be joining the Land, New Business, and Planning team within the Development Directorate at Paradigm. We are focussed on acquiring new opportunities for the business and promoting schemes through planning.

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 2021

Total: 15,649 homes



## Key

Key Development Areas

Paradigm Office

Local Authorities

Regional Councils

London Boroughs

Number of Properties



# OUR VALUES



## SAFER TOGETHER

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



## DRIVING IMPROVEMENT

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



## 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.



## ACTING THOUGHTFULLY

We make ourselves aware of our customers' and colleagues' circumstances, and consider this thoughtfully and respectfully, and with attention to the impact on the environment, when taking action.



## WORKING AS ONE

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



'Strategy planning' at our 2019 summer barbecue event



# SENIOR LAND AND NEW BUSINESS MANAGER

**Salary: £63,000 to £65,000 p/a plus benefits**

**Based: High Wycombe**

## ABOUT PARADIGM HOUSING GROUP

Paradigm Housing Group is one of the South East's leading housing providers. We manage more than 15,000 homes across 30 different local authorities.

At Paradigm, we work hard and strive for excellence. In return we offer a great place to work and an attractive range of benefits, including a Health Cash Plan, bonus potential, a competitive pension scheme and 25 days holiday plus 3 days closure at Christmas.

We welcome applications from all sections of the communities we work in.

## JOB DESCRIPTION

### REGULAR CONTACTS:

Land owners, land agents, specialist technical consultants and sub-contractors; Homebuilders, Developers, Solicitors, Architects, Auditors, Homes England, The GLA, Local Authority partners, Councillors, valuation advisors and PHG colleagues.

### RESPONSIBLE TO:

Head of Land and New Business.

### JOB PURPOSE:

To secure new business and land opportunities leading to the development of high-quality new homes and neighbourhoods.

## 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 and land opportunities by creating and maintaining a network of contacts and strategic relationships.
- Work with the delivery and planning and promotion 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 produced by you and the wider team is accurate and provided within agreed timescales. Take responsibility for monitoring expenditure against approved budget and KPIs for your projects. Ensure all potential and actual over/under-spends are reported immediately in line with procedure.
- Take particular responsibility for all new land opportunities, identify and lead on all appropriate due diligence – so that revenue, cost, quality, and delivery programme assumptions are all as reliable as possible.



Team work at our 2019 summer barbecue event



- Deputise for the Head of Land and New Business as appropriate, and lead projects from inception to pre-construction on site, managing all pre-contract development processes including acquisition; legal and technical 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, property professionals, 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.
- Lead on negotiations with land owners, agents, contractors, local authorities and other stakeholders to bring forward schemes within time and cost constraints ensuring the appropriate revenues.
- Assess risks and identify and implement mitigation actions.
- Deputise for the Head of Land and New Business as appropriate and report to the Executive Board (Exbo), Project Assessment Group (PAG) and Investment Committee (IC) 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, appointed, managed and their performance monitored in accordance with the Group's procurement parameters.
- Negotiate land contracts, development agreements and planning agreements in accordance with Board-approved limits and delegations.
- In collaboration with investment finance, sales, technical, delivery colleagues, negotiate land and build contracts, securing appropriate commercial 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 and regulatory 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, and where appropriate deputise for 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 and where appropriate deputise for 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.
- Ensure the effective handover of schemes to the Planning or Delivery team, with engagement as required through the purchase, and build stages.
- Resolve conditionality requirements attached to purchases.
- 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.

## 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, planning consultants, architects, 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 Board parameters and agreed targets.
- 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, revenue 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.

## 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), with a relevant professional qualification such as RICS, RIBA, or MRTPI (P)
- At least 4 years of experience in a Land Buying role with a proven track record of closing deals (E)
- Experience and knowledge of the commercial, risk, and legal elements of the Development Process (E), in a social housing context (P)
- Proven commercial acumen and significant experience of successfully implementing new growth opportunities in line with ambitious growth targets (E)
- Understanding of the social housing market and products and including relevant legislation (E)
- 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)
- Excellent communication and negotiating skills and the proven ability to influence and persuade others (E)
- Excellent written communication skills with understanding of the importance of detail, and the ability to tailor communication modes to the needs of different audiences. (E)
- Ability to make appropriate decisions within the scope of the post and established policies and procedures (E)
- Evidence of successful collaboration 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 (E)
- 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 through workload peaks and troughs (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)

# TERMS AND CONDITIONS OF SERVICE SENIOR LAND AND NEW BUSINESS MANAGER

## Salary on appointment:

The salary for this position is £63,000 to £65,000 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 sometimes 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 generous contributions in the Defined Contribution (DC) pension plan administered through the Social Housing Pension Scheme.

### Defined Contribution

Defined contribution is a scheme whereby an individual can define how much they pay into the scheme but the end value is not defined. An individual accrues a pot of money by which they can choose how they wish to invest their funds in the various retirement options. All new employees will be able to join the defined contribution scheme, where the employee will make a minimum contribution of 3% into the scheme and Paradigm will contribute 7.5% or 9.5% depending on the employee's contribution rate.

If you choose not to join the pension scheme upon appointment, you will be auto enrolled into the DC scheme after 3 months at the 3% employee contribution rate.



### **Salary Sacrifice**

Salary sacrifice enables employees to receive NI relief on the pension contribution as the deductions are taken prior to salary being paid. An individual therefore 'sacrifices' a proportion of their salary for pension contributions. Paradigm passes its Employer NI contributions savings to the employee's pension pot. All employee pension contributions are made through the salary sacrifice arrangement as the default option.

### **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, chiroprody, 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 (Covid permitting) throughout the year such as a summer barbecue, Christmas party and quiz night. Staff also benefit from free tea and coffee, free parking and an enhanced family friendly policy.

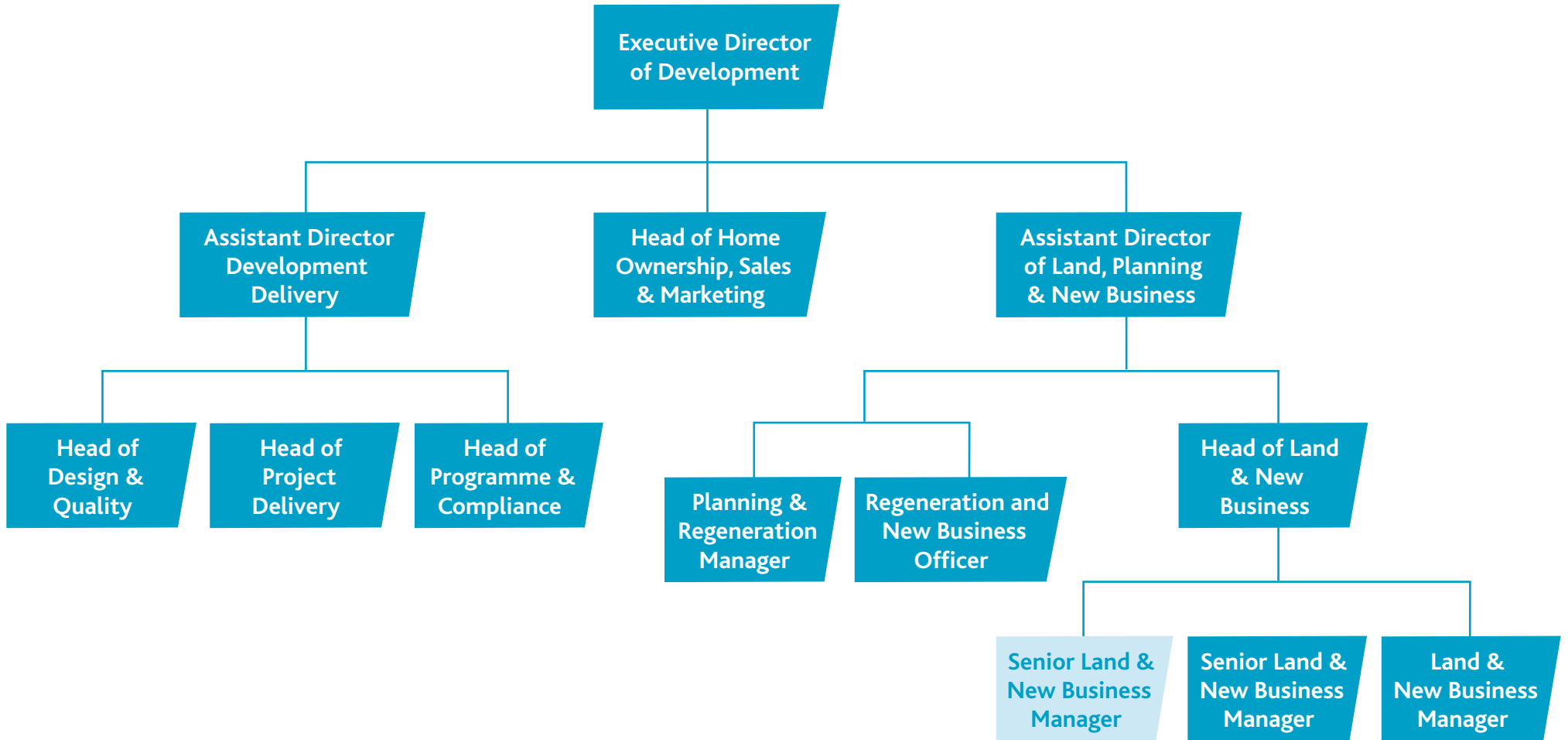
### **Policy on smoking:**

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)
- 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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**OCEAN EDGE**  
EXECUTIVE SEARCH

The logo for Paradigm, featuring the word "Paradigm" in a white, italicized, sans-serif font inside a white speech bubble shape with a tail pointing towards the bottom-left corner.

*Paradigm*