

Role profile

Job Title:	Head of Development	Grade:	CB3
Department:	Housing Development	Post no.:	
Directorate:	Economy & Sustainability	Location:	Perceval House

Role reports to:	Assistant Director of Housing Regeneration Team
Direct reports:	Up to 8 (including directly employed and contractors)
Indirect reports:	

Job description

Purpose of role

- Reporting to the Assistant Director of Housing Regeneration, the Head of Development will focus on developing and maintaining a robust programme management function for the delivery of the Investment Strategy in line with the agreed Key Performance Indicators (KPIs). They will be responsible for overseeing the delivery of a programme of both major and small sites.

The Head of Development will establish strong internal and external relationships with a range of stakeholders and partners including the GLA, landowners, developers, RPs, contractors and consultants.

- To oversee major £100m+ regeneration programmes and multi-million-pound grant funding arrangements in order to deliver both the renewal of council housing stock and the delivery of a programme of genuinely affordable homes.
- Lead and oversee the creation of strategic business case, ensuring affordability to secure approval for new projects and programmes. Advise as applicable on appropriate development finance models.
- Ensure that the delivery of new homes always takes place within the context of place, and achieves environmental, social, economic and health and wellbeing benefits for communities.

Key accountabilities

- To work with the Development Teams and Projects Managers on all aspects of the delivery of development and regeneration projects ensuring they are delivered on time, within budget, to agreed standards and comply with legislation/statutory obligations.
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- Responsible for the financial planning, budget setting, and budget monitoring throughout the lifetime of development projects.
- Responsible for overseeing the management of projects, including resident engagement, communication/choices, supervision of contractors, and inspection of works, effective contract administration and handovers. aligned to the Council's processes and procedures, and complete auditable records
- Assist the New Business Team and Regeneration Team with the preparation of project proposals, (including option appraisals), feasibility studies, and specific defect reports, including site inspections and surveys and identifying new development opportunities and in negotiations regarding land purchase and works contracts.
- Work with the Procurement and Property Teams to ensure all new delivery partners are secured in compliance with the constitution and regulatory environment.
- Work alongside the Finance Team to ensure that all financial and development appraisal models align with the Council's budgetary and accounting requirements.
- Support the Assistant Director to maintain relationships with the GLA to make claims for approved grant funding to ensure allocated resources are drawn down in a timely manner.
- Liaise with members of the development team, housing management and property teams to ensure smooth handover of projects, including responsibility of the defects process.
- Lead on ensuring that quality, building performance, customer satisfaction and handover are achieved successfully and manage post-completion monitoring and feedback to ensure ongoing learning within the Team.
- Ensure all projects are organised and delivered in accordance with the requirements of the Building Safety Act and relevant legislation.
- Carry out such other duties as are consistent with the job-holder's knowledge and skills and are necessary for the satisfaction completion of contracts or for attainment of the goals of the business.

Key relationships (internal and external)

- Develop and maintain relationships with external partners and other agencies to ensure the delivery of high-quality schemes which meets all funding, regulatory and statutory requirements and reflects the needs of both the Council and the communities.
- Collaborative working relationships with colleagues including Finance, Housing, Legal, Planning, Urban Design and Sustainability.
- This role has responsibility for managing a budget spend of circa £100m+

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

1. Extensive Practical knowledge and experience of development, construction, contracts and sales
2. Detailed Knowledge of relevant legislation connected planning, development, the building and construction trades, environmental sustainability, Health & Safety, Quality Control & Compliance
3. Extensive experience of investment and development appraisal systems
4. Excellent communication and interpersonal skills to communicate a variety of facts, figures and data to a broad range of audiences
5. Strong organisational and interpersonal skills
6. Robust technical monitoring and reporting skills to communicate complex issues in an effective way to a non-technical audience.
7. Proven track record of problem solving and analytical skills
8. Strong Commercial and business awareness, quality orientation, risk management and commitment to continuous self-improvement
9. Self-motivated with flexibility to adapt to changing workload demands and organisational challenges.
10. An inclusive team leader and team player who fosters partnerships, works collaboratively across boundaries and achieves results with others
11. Achievement drive, tenacity, able to maintain focus, objectivity and sound judgement in complex situations
12. Demonstrable ability in managing effective and professional relationships with internal and external stakeholders

Essential qualification(s) and experience

1. Experience of working in a multi-disciplinary development and regeneration environment and acting as 'Client'.
2. Experience of the detailed design, contract documentation and administration associated with the development of multiple schemes within a large and complex development programme
3. Strong external awareness, thinking beyond own area of professional expertise
4. Extensive experience with a proven track record of the successful management and delivery of complex development and regeneration projects
5. Educated to at least degree level (preferably property / development or planning related)) with full membership of property-related professional body eg Royal Institute of Chartered Surveyors (RICS), Royal Town Planning Institute (RTPI),

6. Qualified by experience with demonstrable extensive property development and regeneration experience

Work Environment:

1. Office based at least two days a week with frequent site visits and meetings with stakeholders additional to this.
2. May require occasional evening or weekend meetings for community engagement.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people equitably 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards