

JOB DESCRIPTION

Please note that as of 1st April 2021, KNH moved to Kirklees Council and is now known as Homes and Neighbourhoods. We are currently in the process of updating all Job Descriptions to new templates, however, roles and responsibilities will remain the same.

Job Title: Development Manager

Grade: 14

Job Family: Technical

Responsible to: Service Manager - Development

Responsible for: Operational Teams within the Service Area

Evaluated by Grading Panel:

Version: 3

PURPOSE

As a proactive Development Manager, the post holder will focus on supporting the Development Service Manager to deliver an ambitious £57 million improvement Programme relating to the Council's High-Rise housing stock, including taking the lead role in a project to demolish and redevelop two tower blocks for a new affordable housing scheme.

A key component of the role will be to develop a culture of high performance within teams and continuous improvement in accordance with the Council's strategic housing objectives.

The Development Manager will also support the operational delivery of The Council's ambitious House Building Programme. You will demonstrate effective leadership and management skills and be responsible for appraising and progressing new projects in line with the Council's Housing/Asset Strategy and agreed Service Plan.

Working with the Development Service Manager and other Senior Managers within the Service, you will ensure that the overall objectives of the Service, Directorate and Organisation are achieved.

ROLE DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- › Taking the lead role in managing a project to demolish and redevelop two high rise blocks for a new affordable housing scheme. This will involve rigorous project management and risk mitigation, and liaising closely with existing tenants and the Council's Housing Management and Partnerships Service Managers to agree a phased decant programme, establishing multi-disciplinary teams to manage the various aspects of the project and reporting progress to the High-Rise Programme Board

- › Liaising closely with development professionals including legal, architects, planners, development consultants to ensure that the requisite development consents, demolition processes are in place at the optimum point in the programme/project plan to facilitate the scheme
- › Supporting the Development Service Manager to co-ordinate and deliver improvements to two other Council owned high-rise blocks in Huddersfield town centre
- › Supporting the Council's new-build housing programme that has an ambition to deliver a minimum of 100 new homes per annum through construction and acquisition.
- › Ensuring that the projects contribute towards the Council's objectives to reduce Carbon emissions
- › Working closely with the Service Manager and other team colleagues to prioritise and plan development activity
- › Undertaking scheme and programme viability appraisals using development appraisal software (Asprey or similar software)
- › Working with colleagues in the wider management team to recognise and evaluate opportunities to re-develop existing land assets through a programme of Regeneration and repurposing
- › Ensuring that data in relation to current and future development programmes is up to date, accurate and available to the senior leadership team.
- › Establishing effective working arrangements with colleagues in Planning and Highways to ensure the smooth transition of new schemes from pre-application discussions to securing implementable consents
- › Acting as an intelligent client to develop and maintain inclusive, effective working relationships with all stakeholders
- › Developing effective performance and quality management systems to meet our performance targets
- › Working with and managing external consultants to deliver the high rise and newbuild programmes
- › Ensuring cost and progress data on projects is kept accurate and up to date
- › Managing all aspects of a development scheme from inception to completion
- › Contributing to the development of approach to mixed tenure housing ensuring developments reflect a mixed economy while delivering diversity
- › Undertaking risk assessments and leading mitigation approaches to secure project delivery
- › Working closely with other operational managers and the Senior Leadership Team within the Property Services Directorate to ensure the smooth transition of new homes into the organisational management.
- › Working collaboratively with the Service Manager to monitor, analyse and deliver improvements across all relevant performance indicators to increase overall productivity
- › Preparing detailed, clearly written reports on key issues, proposals, and performance. When required present reports to relevant Boards, Leadership Teams and Cabinet
- › Contributing to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered
- › Providing leadership and direction to the organisation by acting as an ambassador and positive role model through the promotion of Council purpose, vision, behaviours, achievements, and successes.

DECISION MAKING

- › To contribute to operational decisions around the future needs of the business in relation to changing legal, financial, and economic factors.
- › To inform and make effective decisions to meet individual, team, and overall businesses objectives in line with delegated authority levels, Financial Procedures Rules (FPR's) and Contract Procedure Rules (CPR's).

CUSTOMER SERVICE AND BUSINESS RELATIONSHIPS

- › To contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of the Council.
- › To develop and maintain inclusive relationships across a broad range of internal and external stakeholders, including managers, employees, trade unions, partners, and customers.

FINANCIAL MANAGEMENT AND PROCUREMENT

- › Contribute to the annual budget setting process for your service area and manage budgets and resources in accordance with delegated authority and the organisation's financial procedure rules. Take responsibility for required corrective action when necessary.
- › Work with commercial colleagues to establish timely financial reporting for operational activity
- › Take individual responsibility for the quality, cost effectiveness and value for money of their business/service area(s).
- › Benchmark the performance of the service and set 'smart' targets which bring about improvement within a Value for Money framework.
- › As part of the Management Team provide support in developing new products and services which contribute to the financial viability and sustainability of the organisation.

LEGAL, RISK AND COMPLIANCE

- › To ensure that all claims made against the Council are dealt with in an appropriate and timely manner and within the legal timescales. Liaise with internal agencies, external agencies, partners, external contractors, our customers, members of the legal profession as appropriate. Carry out investigations, interrogate records, assimilate data, prepare reports, coordinate witnesses, and provide witness statements as appropriate and attend the Courts as necessary.
- › Embed a culture of risk management and appropriately assess, monitor, and mitigate operational risks in line with Councils Risk Management Strategy.
- › Effectively manage health and safety issues in your area of responsibility in line with the Health and Safety Policy and associated legislation.
- › In relation to safeguarding ensure the team is appropriately trained and follows guidance in relation to the recoding and reporting of concerns in line with the policy.

- › To ensure that all areas of service delivery are up to date in terms of legislative and regulatory changes and adopt best practice in all relevant key functions.
- › Ensure service area activities comply to the latest GDPR regulations

CORPORATE RESPONSIBILITIES AND ACCOUNTABILITIES

- › To be an active team player and develop strong supportive relationships with all work colleagues.
- › Actively promote and be committed to delivering Councils Purpose, Vision, Corporate Values and Behaviours.
- › Contribute to the development of and implementation of good working practices in line with all Councils Policies e.g., Health and Safety and Equality and Diversity etc.
- › Ensure you always comply with the confidentiality and information security policies.
- › Influence, challenge and develop innovative solutions to improve services within the organisation.
- › Actively participate in a range of internal and external meetings/briefings, events, working groups that will enhance service delivery and the profile of the business.
- › Participate in the identification of learning and development requirements and attend training courses, seminars, conferences, and work shadowing in line with agreed Personal Development Reviews (PDR's).
- › Fulfil any other duties commensurate with the grade and falling within the scope of the post as may be reasonably required.

SUPERVISION AND GUIDANCE

The post holder will receive supervision and guidance from the **Service Manager**.

EQUALITY & DIVERSITY

If you feel that any of the above requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the Human Resources Department so this can be addressed.

The Council aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

PERSON SPECIFICATION

Post Title: Development Manager – Development

Grade: 14

RELEVANT EXPERIENCE

Key: A/F = Application Form, I = Interview, T = Test Essential = (E) Desirable= (D)

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
<u>Education/Qualifications</u>				
GCSE (or equivalent) Grade 4 (C) or above in English & Maths or equivalent.	E	X		
Degree level qualification or equivalent	E	X		
Professional qualification: MCIOB, MRICS, RIBA, MRTPI, MCIH	D	X		
<u>Experience</u>				
› Establishing long term and sustainable construction delivery solutions	E	X	X	X
› Master planning and scheme design	E	X	X	X
› Working with multi-agency partnerships to deliver corporate objectives	E	X	X	X
› Delivering high quality new housing through a formally approved development process	E	X	X	X
› Securing long term funding and grant to support viability-based development programmes	E	X	X	X
› Delivering housing sustainable solutions to meet wide scale housing need across a range of tenures	E	X	X	X
› Direct experience of managing housing development schemes from inception to completion	E	X	X	
› Excellent written and verbal communication with the ability to express effectively and sensitively, in person, via the telephone and in writing, with a range of stakeholders, internal and external	E	X	X	
› Demonstrating a proven track record of delivering complex targets and goals within operational/service plans	E	X	X	

<ul style="list-style-type: none"> › Experience of data input and maintenance of databases and/or Contact Management Systems › Literacy and numeracy to a standard required to maintain accurate records and a good level of computer literacy to interrogate various software packages › Knowledge of Health & Safety, Equality and Diversity, Safeguarding Legislation in relation to the role › Able to work flexibly and be responsive to change to improve performance › Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results › Proven experience and ability to understand the importance of budgetary control and proactively manage budgets 	E	X	X	
	E	X	X	
	D	X	X	
	E	X	X	
	E	X	X	
	E	X	X	
<u>COUNCIL BEHAVIOURS</u>				
Progressive				
› Able to demonstrate ability to develop and implement innovative ideas to improve the service or way of working	E	X		
Engaged				
› Demonstrates that they are passionate about their work and what the Council is trying to achieve	E	X		
Respectful				
› Treats people as individuals, courteous, kind, and considers cultural sensitivities.	E	X		
Customer Focused				
› Able to demonstrate delivery of excellent customer service, within a customer focused environment	E	X		

Honest > Proven track record of being transparent and open	E	X		
<u>Other Requirements</u> > Ability to travel around the borough > Willingness to undertake training courses relevant to the post > Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs)	E E E	X X X		

This post may require a Disclosure and Barring Service Check (DBS) and any appointment to the post may be subject to the candidate having an acceptable DBS check. HR will confirm whether this is applicable to the post.

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder, and Human Resources.

Signature of Post Holder:

Date:

