

Rykneld Homes Ltd.

Job Description

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| Division: | Regeneration and Development Team | Service: Regeneration |
| Post: | Housing Development Manager | |
| Post Number: | RH385 | |
| Responsible To: | Head of Regeneration and Development | |
| Subordinates: | Regeneration Co-ordinator, Home Ownership Officer | |

Key Accountabilities

- Identify and progress development opportunities to deliver our objectives for the delivery of new homes, in North East Derbyshire
 - Carry out development appraisals and necessary due diligence on all opportunities and produce business cases and project plans to be considered by SMT and Board.
 - To fully manage approved development schemes, pre-start, delivery and post completion.
 - To manage the successful coordination of all regeneration and development activities liaising with other service areas, external partners, key stakeholders and customers.
 - To ensure all data relating to development and regeneration activity is collected and maintained in line with legislative requirements and the Company's policies and procedures.
 - To manage the Home Ownership officer, for shared ownership, open market sales, Lease holders and right to buy applications.
 - Manage the regeneration co-ordinator managing the administration service to the wider regeneration team.
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Main Duties and Responsibilities

- To manage all resources effectively and efficiently.
- Provide full development management to ensure the successful delivery of the development projects
- To develop a project programme taking into account the available resources, overall strategic regeneration programme, lead times for procurement, full consultation and all constraints on the scheme
- Supporting the Head of regeneration and development in reviewing securing and delivering development opportunities for the local authority and the RP,

through regeneration schemes, Design and build schemes, S106's, off the shelf purchases.

- Be responsible for full development appraisals, carry out full due diligence on potential projects to ensure schemes are viable to be progressed.
- Carrying out market intelligence and procuring RICS detailed valuations as schemes are secured.
- Develop productive relationships with external stakeholders, specialist services, contractors, agents and frameworks.
- Work closely with the Council's housing strategy team and planners to co-ordinate common goals for procuring new schemes, design and delivery.
- Be responsible for the delivery on site, ensuring works are to a high quality standard and within the approved budget parameters. Working closely with Rykneld Homes internal Clerk of Works. Attending regular project meetings ensuring measures are in place for effective on-site delivery, from approval/mobilisation stage to post-completion.
- Work closely with the wider project team to monitor progress, addressing any issues, contract conflicts and ensuring the project remains within the approved budgets.
- Liaise and consult with internal teams in regards to housing need, specifications, house types and handovers to ensure a collaborative approach to development.
- Work closely with Architects and engineers to design schemes to meet housing need, specification and meet secured budgets. Meeting current legislation, planning requirements and funding were applicable. To ensure planning is achieved for new schemes.
- Be responsible for procuring and commissioning specialist services and contractors, working closely with procurement and framework providers.
- To produce reports to the senior management team as required, updating on project delivery. Supporting the strategic objectives of Rykneld Homes and our Stakeholders.
- To be an ambassador for Rykneld Homes and NEDDC when attending external meetings and events as required.
- To support the Head of regeneration and development in securing relevant funding at a local level or utilising our partner status to secure funding through Homes England.
- Be responsible for collating handover information and work with internal teams to ensure systems are updated and information is shared to ensure new homes are able to be marketed and let.
- To work in conjunction with the Health & Safety Manager to provide a safe working environment, proactively developing safe working practices in (primarily but not exclusively) a building and construction related environment.
- Ensure that statutory obligations in relation to the Construction, Design and Management Regulations, the Construction Act and relevant Environment legislation are met.
- Determine and monitor standards of performance throughout the range of operations within the service.
- Maintain an up to date knowledge of legislative and best practice changes within the social housing environment, make recommendations for changes to Policy and Procedures to reflect such changes and co-ordinate implementation.
- Establish appropriate data collection processes, providing timely and accurate performance reporting information.

General

- Ensure compliance with Rykneld Homes financial regulations and policies and procedures.
- Assist in the training and development of new members of staff as required.
- To carry out all duties with awareness and regard to Health & Safety issues and adhere to safe systems of work specified in Rykneld Homes' Safety Policy.
- To be aware of and adhere to the Rykneld Homes' Policies on Equalities at all times.
- To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
- Adhere to Rykneld Homes' standards of behaviour and Code of Conduct.
- Undertake any other duties commensurate with the general level of responsibility of the post.
- Demonstrate the 'team approach' to all aspects of Rykneld Homes activity and provide such cover for absent colleagues as may be requested.

Health and Safety

- To ensure staff and contractors follow Rykneld Homes Health and Safety Policy at all times.
- Attend Rykneld Homes Health and Safety committee meetings when requested by the Head of Property Services.
- To ensure that all work undertaken by Rykneld Homes and its contractors complies with current health and safety legislation.
- Take appropriate action to ensure that individuals comply with the policy and procedure at all times.

Key Contacts

- Individual service users
- Service user groups
- Homes England
- Councillors and MP's
- Internal and external Stakeholders
- Contractors
- Consultants and agencies

Person Specification

| Personal Skills/ Characteristics | Essential | Desirable |
|---|--|------------------|
| <u>Skills and Experience</u> | | |
| <ul style="list-style-type: none"> • Significant experience of working in a Development & Regeneration environment with experience of both a leadership role and of managing other managers/team leaders. • Experience of project management and contracts management inclusive of the procurement process. • Experience of managing high value budgets effectively and of developing delivery solutions which add value and/or reduce costs. • Experience of operational change management including the development and implementation of policies and procedures and the provision of mentoring and support for employees during a change process. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | |
| <u>Specialist Skills & Knowledge</u> | | |
| <ul style="list-style-type: none"> • Organisational skills in terms of service planning, prioritising work, effective use of resources and performance evaluation. • Comprehensive knowledge and understanding of building maintenance issues and legislation including Health & Safety. • Ability to motivate, manage and develop staff. Set and monitor performance targets for self and team. • Excellent communication and negotiation skills with the ability to present confidently. • Knowledge of the current local government democratic processes and understanding of the political context in which the service is delivered. • Ability to work effectively under pressure, responding flexibly to tight deadlines. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> |
| <u>Qualifications</u> | | |
| <ul style="list-style-type: none"> • Relevant trade qualification or other building and construction related qualification, along with evidence of continuing professional development • Relevant Degree or equivalent industry recognised qualification such as RICS. | <p>✓</p> | <p>✓</p> |

| Personal Skills/ Characteristics | Essential | Desirable |
|--|---|-----------|
| | | |
| <u>Personal Qualities</u> | | |
| <ul style="list-style-type: none"> • Commitment to equalities legislation and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • Effective communicator, verbally, physically and through written communication. • Ability to work collaboratively with internal and external stakeholders. | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> | |

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.