

JOB DESCRIPTION

Job title:	Head of Development & Growth
Team:	Assets & Development
Responsible to:	Executive Director of Assets & Development
Responsible for:	Trainee/Development Officer, Leasehold Officer, Asset & Development Support Officer

1	Main Purpose of Job
1.1	<p>Lead on the delivery of SLH's future Development and Growth ambitions and oversee the management of Leaseholder and commercial services within SLH. Taking responsibility for the management of the current development programme and seeking business opportunities to grow the pipeline. To manage relationships with key stakeholders including but not limited to, local authorities, Homes England, and development partners.</p> <p>Assisting the Executive Management Team (EMT) in drawing up and periodically reviewing SLH's investment criteria. And to support SLH's future investment decisions through the implementation of an effective approach to decarbonisation/sustainability.</p>
2	Key objectives and tasks
2.1	Manage new build construction projects, from inception through to hand over to operational teams ensuring appropriate records are kept and defects are managed.
2.2	Manage and oversee any bid preparation, scheme submissions and grant claims to Homes England. Maximising any funding opportunities to support the development and decarbonisation programme. Procuring and implementing all works in accordance with legal and regulatory requirements and acting as SLH's appointed contract administrator.
2.3	Contribute to the identification and response to a pipeline of land acquisition and development opportunities which meet SLH's financial viability and quality criteria. Develop, prepare, manage and monitor budgets, specifications, drawings and schedules of work for all work streams/services in compliance with SLH Financial Regulation.
2.4	Effective line management of direct reports with appropriate support and advice provided to ensure individual, team and organisational targets are met.
2.5	In conjunction with the Head of Assets and Investment, implement an approach to environmental sustainability across SLH's homes, supporting SLH ambition to meet agreed decarbonisation targets
2.6	Develop proposals, complete feasibility and viability studies and appraisals ensuring risk assessments are developed for new sites and opportunities and presenting to the EMT and Board for approval.
2.7	Manage risks in relation to all aspects of service delivery in line with SLH's Risk Management Framework and through a suite of clear internal controls
2.8	To be responsible for the Development Budget, monitoring scheme budgets and the cash requirements of the development programme and ensure forecasts are accurate, up to date and timely
2.9	Support negotiation of competitive proposals that satisfy the requirements

	of SLH, the local authority and Homes England in relation to; tenure, size, market, product and sale / let ability and innovation
2.10	Ensure effective use of contractors, consultants and legal advisors including, briefing, supervision, cost control, performance monitoring and relationship management. Ensure the development programme achieves value for money through use of frameworks or partnering arrangements, effective cost control and negotiation.
2.11	Oversee the preparation of design solutions, specifications, bills of quantities, drawings and all other contract and tender documents for contractors and consultants for related projects
2.12	Promote the interests of SLH with developers, consultants, local authorities and other partners concerning development opportunities
2.13	To keep abreast of changes in legislation and wider issues and develop, review, recommend and implement policies procedures and working practices that will improve service delivery and contribute to the achievement of strategic priorities. Ensuring accurate and timely reporting is in place to EMT and the Board
2.14	To be responsible for the management of Leasehold Sales, evaluation of service charges, communications and engagement with Leasehold and Commercial customers.
3	General Terms & Conditions
3.1	Meet performance management targets and support the delivery and achievement of corporate objectives
3.2	To prepare and present papers and reports as to the Board of Management and its Committees.
3.3	Be well networked and in touch with initiatives in the market and represent the Company at Conferences, seminars and public engagements and local, regional and national meetings as appropriate. Including leading with key stakeholders such as the City Council, RSH and Homes England
3.4	To undertake any other tasks and duties within the scope and grade of the post as required and to meet changing business needs
3.5	To carry out all duties with due regard to the provisions of Health and Safety Legislation.
3.6	To be prepared to work flexibly outside normal office hours.
3.7.	To be aware of SLH safeguarding policy and to take responsibility to act as an alerter
3.8.	Agree to act in accordance and actively promote SLH's Equality & Diversity commitments in all areas of work.
The contents of this job description are not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take account of changes and developments in service requirements.	

I agree to abide by the terms of this job description	
Signed	
Print Name	
Date	

Person Specification

		Desirable/E ssential	Method of Assessment
Qualification	Degree level education or equivalent through relevant training/experience	E	CV
	Member of IBE, RICS, CIOB	D	CV
	Project management qualification	D	CV
Experience	Proven management experience within the social housing property maintenance and investment sector, with experience of managing multi-disciplinary staff and operational teams	E	CV/SS/I
	Working with Homes England to secure funding and demonstrate compliance with programme requirement	E	SS
	Can demonstrate significant commercial and business management acumen	E	SS/I
	Development process and project management skills	E	CV/SS/I
	Management and control of significant budgets	E	SS/I
	Managing and implementing change and continuous improvement	E	SS/I
	Operating within a partnership environment	E	SS/I
	Experience of contract management and procurement	E	SS/I
	Up to date knowledge of H&S, CDM and Gas Safety legislation, building regulations	D	SS
	Able to develop others	D	SS
	Knowledge	Significant knowledge of H&S legislation, requirements and good practice in relating to responsive and planned maintenance activity	E
Ability to produce clear written and oral reports		E	SS/I
Evidence of relevant and continual updating of skills and knowledge		E	SS
Knowledge of property and contract law including JCT standard forms of building contract		E	SS/I
Knowledge of housing management and stock condition IT systems (ideally Orchard, PIMMS)		D	SS
Personal qualities	Ability to lead a team and work as a team member	E	CV/SS/I
	Ability to deliver results	E	SS/I
	Commitment to delivering exceptional customer service	E	SS/I
	Willing to enhance management and leadership skills through training and self-development	E	SS
	Strong negotiation skills	E	I
Other	The ability to work outside normal office hours on an occasional basis and a willingness to respond to occasional out of hours emergency calls	E	SS
	Full UK drivers' licence and access to own car	D	CV

CV= Curriculum Vitae
SS = Supporting Statement
I = Interview process