

Job Description

Senior Development Manager

Senior Development Managers have the following key responsibilities:

Principal duties

- To assist in the delivery of Be First's development strategy by taking ownership and managing significant property development schemes providing both project and development management from inception to hand over.
- To focus upon commercial delivery and company profitability through the effective management of Be First's property & development initiatives.
- Provide a Project Management role for allocated projects and facilitate and maintain strong working relationships with key stakeholders to ensure programme activity remains to plan, is delivered on time and within agreed available resources.
- Act as client project manager for capital projects across Be First's activities. Delivering high quality solutions on time, to the right scope, and on budget, with minimum levels of disruption where required.
- Successful day-to-day initiation, planning, design, execution, monitoring, controlling and closure of projects, directing a multi-disciplinary team through the project to ensure deadlines are met ensuring that detailed programmes are drawn up for each stage.
- Ensure that all stakeholders are kept up to date with works progress, identify any aspects of the project which have significant potential to cause disputes or additional costs to be incurred and resolve as appropriate. Communicate appropriately with the Be First and shareholder teams to optimise development of project solutions and ensure that concept and delivery is balanced with operational need.
- Assist in promoting Be First's land and development objectives to a range of potential partners and stakeholders, locally and nationally.
- Ensure appropriate risk management and value for money considerations are in place in order to deliver agreed project outcomes and realisation of intended benefits.
- Assist in the development of property project processes which make us one of the most effective procurement and contractual arrangements for schemes, appropriately managing risk and reward whilst complying with procurement regulations.

Financial duties

- Carry out financial appraisals to set project budgets that enable corporate financial performance targets to be achieved.
- To negotiate with developers and applicants on complex planning matters and S106 agreements.
- To participate in Be First's budgetary process, including monitoring expenditure against budget allocation and maintaining budgetary control at all times. Responsibility includes ensuring all fiscal activity accords with financial regulations and statutory requirements.

Business growth and development

- Identify opportunities where further fees or income can be generated
- Maintain effective links with all stakeholders including the LBBD, GLA, HCA, developers and house builders, maintaining Be First's profile.

General

- Recruit, induct, train, appraise and develop staff so that their performance is managed supportively and that they achieve their targets

Key experience and qualifications required:

This section outlines the key criteria you must address when submitting your application, as shortlisting will be based on the information you supply here. Please address both essential and desirable criteria.

Essential Criteria:

- A relevant professional qualification, i.e. Chartered Surveyor, Urban Planner, Quantity surveyor, Building surveyor
- Detailed commercial understanding of property, property development and the construction management and development process.
- Proven track record and demonstrable experience of delivery of projects from preconstruction through to delivery.
- Able to lead and manage large scale complex projects.
- Able to lead and managing staff including recruitment, selection and induction, team development, performance appraisal and management, mentoring and coaching.
- Proven communication skills – both verbal and written - to present and work with a diverse range of internal and external audiences using a wide variety of media and approaches.
- Experience of carrying out public consultation and engagement
- Experience of staff management and managing external teams
- High level of negotiation and influencing skills particularly
- A strong commitment to the work of Be First and an understanding of the challenges facing the sectors in which Be First operates.
- Experience of negotiating with developers on complex projects.

- Experience of working with multiple stakeholders in both the public and private sectors
- Knowledge of property frameworks and a general working knowledge of the development and construction industry
- Legal and practical experience in dealing with planning, building regulations and conveyancing
- Strong analytical and problem-solving skills

Providing Direction

- Provide leadership to those within directorate and act collegiately to support all staff.
- Develop partnership-wide functional strategic and operational plans
- A good communicator with strong interpersonal skills, including the ability to listen, persuade and influence
- Provide effective advice and support

Working with People

- Influence and motivate others
- Commitment to working with the community
- Develop productive working relationships with stakeholders and colleagues
- Develop collaborative relationships with other organisations

Using Resources

- Manages finances for area of responsibility
- Ensure an effective functional approach to use of resources

Achieving Results

- Develop customer focused services
- Improve organisational performance
- Goal focused, positive and resilient with the determination to support Be First in developing its organisational potential and outcomes for its customers and communities
- Good attention to detail
- Strong problem-solving skills

Facilitating Change

- Lead organisational change

Managing Self and Personal Skills

- Encourage others and take ownership of own professional development and personal networks

