

**HOME GROUP**  
**JOB DESCRIPTION**

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title:</b> Head of Delivery	<b>Date:</b> October 2018
	<b>Reports to:</b> Regional Head of Development	<b>Ref:</b> HOMEJD326

<b>2</b>	<b>JOB PURPOSE</b> To deliver an innovative, creative and market leading product vision, synthesizing ideas on strategy, planning and execution of next generation of products. This will support the implementation of Home Group's strategy to deliver 10,000 new homes whilst providing value to our customers and driving our Company's growth and surplus.
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<b>3</b>	<b>DIMENSIONS</b> To manage a team of 3 to 5 Direct Reports To manage a budget of up to £100 million dependent on the region
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<b>4</b>	<b>ORGANISATION CHART</b>
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<b>5</b>	<b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b> <ul style="list-style-type: none"><li>• Educated to degree level or equivalent</li><li>• Up to date relevant professional qualifications</li><li>• Member of recognised and relevant professional bodies</li><li>• Extensive experience in a comparable role</li><li>• Credibility in the sector with a proven track record in the delivery of new housing</li><li>• Proven track record in contract management including cost control and compliance</li><li>• Track record in the delivery and construction of complex housing schemes</li></ul>
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- A strong influencer with excellent contract negotiation skills to ensure a win/win outcome

## **6 KEY RESULT AREAS**

- Take accountability for working collaboratively internally and externally across multi-disciplinary teams
- Lead the delivery and construction of new development opportunities in the region to deliver the new strategy of 10,000 new homes
- Ability to deliver large scale and complex residential led development sites including joint ventures, estate regeneration and working in partnership
- Lead and influence to ensure the construction of development schemes in line with financial appraisals to achieve KPI's
- Lead and manage the effective engagement of external networks (HCA, LA, private sector partners and private sector suppliers) to secure new delivery opportunities in line with the strategy
- Lead the delivery and construction of all developments in line with legal frameworks, to deliver the strategy of 10,000 new homes
- Manage statutory, regulatory and internal build quality standards to ensure compliance
- Develop, consider and evaluate solutions for complex delivery issues to enable Home Group to deliver its development programme
- Write clear and concise reports summarising complex issues with clearly defined conclusions and recommendations
- Lead and manage a high performing team of delivery professionals to achieve objectives and KPI's
- Oversee support to the Aftercare team in the resolution of complex patent and latent defect referrals in order to fulfil customer service promises across all tenures

## **7 COMMUNICATIONS AND WORKING RELATIONSHIPS**

Your main contacts will include:

Internal:

- Members of the Board and their Committees
- Members of Group Executive
- Members of Senior Management and teams across the Home Group business
- Strategy team
- Programme Management Office
- Customer Insights Team

	<ul style="list-style-type: none"> <li>• Communications Team</li> <li>• New Models of Care and Development teams</li> </ul> <p>External: (to include, but not be limited to)</p> <ul style="list-style-type: none"> <li>• Commercial developers and housebuilders</li> <li>• Main contractors</li> <li>• Local authorities</li> <li>• Homes and Communities Agency / Greater London Authority as appropriate</li> <li>• External funders</li> <li>• Land owners</li> <li>• Agents</li> <li>• Housing sector and beyond as part of horizon scanning activity</li> <li>• Trade media</li> <li>• Think-tanks and research institutions</li> <li>• Other voluntary, private and statutory bodies working in the sector</li> </ul>
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<p><b>8</b></p>	<p><b>SCOPE FOR IMPACT</b></p> <ul style="list-style-type: none"> <li>• Implementation of the Development deal into a detailed Delivery Plan with clear milestones including legals, design, programme and financials.</li> <li>• Co-ordination of action plans to improve customer experience on handover</li> <li>• Successful implementation of contractor suppliers framework</li> <li>• Compliance with Development Manual procedures supporting ongoing review with the wider Development team</li> </ul>
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**CORPORATE RESPONSIBILITIES**

- As well as taking responsibility for your own health, safety and welfare, ensure that colleagues under your supervision perform their duties with due regard to the Group's Health and Safety Policy, procedures and safe systems of work, in a safe working environment
- Plan and implement learning interventions and programmes in line with the Group's policy and procedures to meet identified needs and satisfy the organisation's requirements for an effective and competent workforce
- To undertake all reasonable development activity designed to support you in your role
- To note, understand and comply with Home Group's Equal Opportunities Policy
- Undertake any further duties as requested by your Line Manager commensurate with the level of your post.