

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

<b>1</b>	<b>JOB DETAILS</b>	
	<b>Job Title:</b> Development Manager	<b>Date:</b> September 2014
	<b>Reports to:</b> Head of Development	<b>Ref:</b> HOMEJD374

<b>2</b>	<p><b>JOB PURPOSE</b></p> <ul style="list-style-type: none"> <li>• To Identify and win new development opportunities to grow the business in the region .</li> <li>• To identify new opportunities to deliver the Affordable Homes Programme</li> <li>• To identify other commercial opportunities including outright sale and mixed tenure schemes to generate surpluses for the Group to reinvest in new development.</li> <li>• To lead projects up to concept design stage and completion of legals.</li> </ul>
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<b>3</b>	<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>• Budget responsibility 250k</li> <li>• Delegated Authority 10k</li> <li>• Direct reports 0</li> </ul>
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<b>4</b>	<b>ORGANISATION CHART</b>
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<b>5</b>	<p><b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Degree level education or equivalent experience</li> <li>• Professional qualification in planning, urban design, surveying, building, or related field and proven work related ability preferred.</li> <li>• Well connected with a demonstrable extensive network with both the public and private sector in the region</li> <li>• Extensive experience in the procurement of residential led development sites</li> <li>• A real grounded understanding of the commercial aspects and development pressures relating to housing development in the region</li> <li>• Knowledge of HCA/GLA IMS System</li> <li>• Well developed interpersonal and negotiating / influencing skills</li> <li>• Knowledge of development finance and public funding issues in residential development</li> <li>• An understanding of and experience of delivering large scale and complex residential led development sites</li> <li>• An understanding of key planning challenges for the housing sector and evidence of a proactive, challenging where appropriate and</li> </ul>
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	<p>focussed way of working with Local authorities and the statutory planning system to deliver projects that Home Group wishes to deliver</p> <ul style="list-style-type: none"> <li>• Awareness of all current funding regimes for the housing sector</li> <li>• An understanding of and experience of the multi disciplinary skills and services required to originate, plan and submit proposals for residential led development sites.</li> <li>• Experience in managing consultant teams to deliver the best outcomes for the business.</li> <li>• An understanding and experience of the commercial drivers and processes aligned to the residential development process</li> <li>• A full understanding and experience of the legal and commercial (financial) aspects involved in public / private led procurement of residential led development sites</li> <li>• Evidence and clear knowledge of a range of different deal structures required to deliver new opportunities</li> <li>• A comprehensive understanding of all aspects of professional project management required to win residential led development sites</li> <li>• A passion for delivering outstanding design and innovation</li> <li>• The ability to determines effective and efficient processes to continually drive business improvements</li> <li>• Proven track record in managing teams (external consultant or internal teams)</li> <li>• Ability to act as process owner, managing and driving improvements, aligning to Home's process framework and approach.</li> <li>• Can demonstrate a clear understanding of business goals of the wider organisation to enable effective contribution to operational and strategic issues. Collaboratively supports and <i>embodies</i> the 'one organisation' approach.</li> <li>• A strong communicator with a proven track record in managing colleagues and external teams providing effective and engaging communication</li> <li>• Ability to think through and find solutions to complex issues, and to work effectively with others at a senior level in doing so</li> <li>• Ability to manage high levels of ambiguity and uncertainty, working constructively with others to achieve positive outcomes for the Group</li> <li>• Excellent and credible presentational skills.</li> <li>• Ability to write very clear and concise reports, summarising the essence of complex issues and reaching well argued and clear conclusions and recommendations, particularly with regard to the investment approval processes required for new schemes.</li> </ul>
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6	<p><b>KEY RESULT AREAS</b></p> <ul style="list-style-type: none"> <li>• To be responsible for the origination, delivery and submission of</li> </ul>
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	<p>new development business opportunities in the region for Home Group</p> <ul style="list-style-type: none"> <li>• To win future developments both for new affordable homes, mixed tenure opportunities and outright sale projects</li> <li>• To promote business development opportunities in line with the approved Business Plan</li> <li>• To be able to structure and understand all “deals” for new housing projects</li> <li>• To be well connected with private sector partners and be able to demonstrate a clear network of contacts and relationships that will lead to successful securing new business opportunities.</li> <li>• Establish and maintain close relationships with external organisations , such as the HCA, GLA and Local Authority partners.</li> <li>• Attend LA forum and partner meetings and HCA briefings</li> <li>• Ability to understand and run financial appraisals and evaluate new business opportunities</li> <li>• Accurately forecast cash flow for new projects</li> <li>• To liaise with Programme Team and providing specific information to meet specified HCA/GLA/Scotland Government milestones</li> <li>• To assist the Head of Bids and Partnerships with new bids and tender opportunities for regional bid projects of scale</li> <li>• Job holder has substantial scope to influence and deliver the forward new business programme for Home Group in the region.</li> <li>• To deliver all the targets as set out within the Enterprise and Development Business Plan relevant to the delivery of the programmes in the region</li> <li>• To ensure that Home Group are positioned as the long term housing partner of choice in our key markets, known for delivering outstanding homes consistent with our Group Strategy</li> <li>• To co-ordinate all aspects of new opportunities, from sourcing through to planning consent, ensuring the delivery of outstanding propositions to deliver business growth</li> <li>• To promote business development opportunities in line with the approved Group Strategy</li> </ul> <p>To maintain and develop effective external networks, especially with the HCA, Government Agencies, Local Government and private sector development partners</p>
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<b>7</b>	<p><b>COMMUNICATIONS AND WORKING RELATIONSHIPS</b></p> <p><i>Your main contacts will include:</i></p> <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Members of Group Executive</li> <li>• Members of the Business Leadership team across the Enterprise and Development business</li> <li>• Members of Business Leadership and teams across the Home Group business</li> <li>• Enterprise &amp; Development Programme TeamMembers of the</li> </ul>
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	<p>other Regional Development Teams</p> <p><b>External:</b> (to include, but not be limited to)</p> <ul style="list-style-type: none"> <li>• Homes and Communities Agency, Greater London Authority and their equivalent in Scotland</li> <li>• The housing and commercial development sector</li> <li>• Housing Association Sector</li> <li>• The commercial contracting sector</li> <li>• Local Authorities</li> <li>• Commissioning Bodies</li> <li>• Private developers</li> <li>• Land agents and owners</li> </ul>
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<b>8</b>	<p><b>SCOPE FOR IMPACT</b></p> <p>Detailed below are the significant aspects of the job outside of the key result areas</p> <p>As an member of the development team you will have an impact upon the Directorate in the successful sourcing and realisation of the development programme within your region to time, on cost and of quality.</p>
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<b>9</b>	<p><b>CORPORATE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• To support the Head of Development and Senior Development Manager ensuring that all responsibilities such as one to ones, team meetings, are effectively conducted</li> <li>• Apart from a responsibility for your own health, safety and welfare, ensure that staff 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.</li> <li>• Ensure that effective risk management is owned in the function and team and remedial action is conducted efficiently and effectively.</li> <li>• To plan and implement colleague training and development 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.</li> <li>• To promote equality and diversity as an integral aspect of working at Home Group and lead by example.</li> <li>• Undertake any further duties as requested by your Line Manager commensurate with the level of your post.</li> </ul>
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<b>10</b>	<b>JOB DESCRIPTION AGREEMENT</b>	
	Job Holders Signature:	Date:
	Managers Signature:	Date: