



Development Manager (New Business)

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| **Level:** | Grade 11 |
| **Team:** | New Business |
| **Line manager:** | Head of New Business and Delivery |
| **Responsible for:** | Development Project Officer and Technical Support Officer |

**About the job**

* You will take a leading role in the organisation’s land, property acquisitions and development programme in line with Vico Homes Growth Strategy.

**You’ll be trusted to:**

* Support the Development objectives, manage and co-ordinate the specialist, design, cost and preconstruction support services during the conversion phase of a project from its development inception (brief stage) to construction contract execution.
* Effectively lead and take responsibility for the organisation’s property acquisition programme to ensure maximum benefit for the organisation and delivery of the targets outlined in the Growth Strategy.
* Undertake a key role in the progression of developer led projects and the acquisition of land.
* Take a key role in ensuring we are responsive to all development opportunities.
* Take responsibility for the development and delivery of the organisation’s new build programme including the development of a forward pipeline of opportunities in line with the organisations committed targets.
* Identify and bring to fruition through negotiation and partnership working opportunities to acquire sites and properties through Section 106 agreements, tender and private treaty and windfall development opportunities wherever available.
* Undertake detailed financial appraisals for new build and acquisition schemes, providing advice to the company regarding the viability of the schemes and be responsible for recommending scheme or transaction approval including producing reports and updates to Vico Executive Team, Property Investment Committee and Board.
* Develop partnerships and relationships with developers, housebuilders, agents, landowners and any other related organisation or person within the agreed area of operation to ensure that the maximum number of opportunities are made available.
* Have specific responsibility for developing relationships and to put into place agreements to allow the organisation to deliver its primary acquisition objectives in accordance with the Vico Growth Strategy.
* Be responsible for the financial monitoring of the New Business team budget.
* Be a key contact with the Strategic Housing Teams of Local Authorities about schemes requiring Homes England approval and so S106 and land opportunities can be maximised.
* Act as main client representative on contractual matters relating to prestart scheme development, ensuring all necessary procedures and accreditation are in place and to ensure ongoing viability and good governance of the business.
* Work alongside the wider New Business Team to ensure Homes England delivery targets are met and assist in the ongoing communication with Homes England in relation to the current programmes.
* Ensure that any schemes funded through Homes England are delivered in accordance with the Capital Funding Guidance.
* Be responsible for managing project risks and opportunities which could impact cost / time / quality and deliverability of the project, contract negotiations and contract forms.
* Take responsibility for the delivery of and performance against the targets set in the agreed Vico Growth Strategy in relation to matters within the specific area of responsibility.
* Work with the Development Manager – Delivery to ensure schemes are handover over in a timely manner following completion of the contract to the Delivery Team.
* Review the ongoing standards of service delivery and specification and methods of working and recommend changes to deliver the wider strategic objectives of the organisation.
* Take a key role in seeking out the availability of grant and in submitting funding bids.
* Along with Development Manager - Technical lead the design and specification process to ensure the products delivered meet the future needs of the organisation as well as delivering excellence in design.
* Contribute to reports on the financial viability and performance of the service for reporting and governance purposes as agreed as well as preparing, advising and co-ordinate reports to VET and Board.
* Recommend changes to the strategic direction of the organisation and operational business plans to ensure it remains at the forefront of policy and funding changes to ensure ongoing viability.
* Actively contribute to the fundamental review and benchmarking of services and implementation of service improvement plans.
* Assist, represent and deputise for the Head of New Business and Delivery as necessary.
* Carry out any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

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| **Who you’ll work with** | |
| **Internal:** | Vico Homes colleagues at all levels, Neighbourhood Panels and Board members |
| **External:** | Local authorities, specialist consultants, other registered providers, local elected members |

**The Specifics**

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

| **Personal Skill Characteristics** | **Essential (Tick)** | **Desirable (Tick)** | **Method of Assessment (Code list below)** | |
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| A qualification at level 6 of the Qualifications and Credit Framework such as a First Degree, Award, Certificate or Diploma at Level 6 or equivalent; or willingness to work towards | ✓ |  | AF/CQ | |
| Appropriate professional qualification such as, Fellow Membership of the Royal Institution of Chartered Surveyors (RICS), CIOB, MRTPI or equivalent. |  | ✓ | AF/CQ | |
| Significant experience in a similar field. | ✓ |  | AF | |
| Previous supervision or managerial experience. | ✓ |  | AF | |
| Ability to undertake financial appraisals | ✓ |  | AF/I | |
| Ability to write reports and present information in a variety of formats. | ✓ |  | AF/I | |
| Able to demonstrate an ability to solve complex property issues taking into account corporate objectives | ✓ |  | AF/I | |
| Effective time management skills with the ability to work to challenging deadlines. | ✓ |  | AF/I | |
| Ability to operate within a regulatory environment | ✓ |  | AF/I | |
| Extensive knowledge of new build, development, acquisition and sales. | ✓ |  | AF/I | |
| Excellent understanding of available funding streams. | ✓ |  | AF/I | |
| Knowledge and experience of procurement routes, project and budget management and reporting. | ✓ |  | AF/I | |
| Excellent communication and negotiation skills. | ✓ |  | | AF/I | |
| Act in a professional manner using appropriate conduct | ✓ |  | | AF/I | |
| Ability to work as a team member | ✓ |  | | AF/I | |
| A flexible approach geared to the changing circumstances and demands of the role | ✓ |  | | AF/I | |
| The post holder must hold a valid driving licence and have daily access to a vehicle to travel throughout the district. | ✓ |  | | AF/CQ | |
| Flexible in approach with a willingness to work outside normal office hours on occasion in order to meet the needs of the service. | ✓ |  | | AF/I | |

**Key**

**AF - Application Form**

**I - Interview (this may include a presentation and occupational test where appropriate)**

**CQ - Certificate of Qualification**