

<b>Service:</b>	<b>Growth and Development Department</b>
<b>Location:</b>	<b>Colindale, flexible</b>
<b>Job Title:</b>	<b>AD – Development Delivery</b>
<b>Grade:</b>	Level 6 £90,866-£111,178
<b>Reports to:</b>	<b>Director of Growth</b>

**1. Purpose of Job:**

Reporting to the Director of Growth, the post holder will take lead responsibility for Development Delivery. This includes:

- Within the context of the Council’s Growth Strategy, directly lead the delivery of specific, often complex development projects, from feasibility stage through to business planning, master planning, procurement and implementation, to ensure viable, vibrant and sustainable mixed-use developments. (Capital receipts are initially expected to be in the region of £4.5m, with further significant capital receipts of £7m to £10m per site and revenue receipts of circa £800k pa, subject to the commercial deals to be done on each site.)
- Define project outputs, outcomes, risks and issues, and performance measures.
- Actively manage development risk.
- Develop commercial delivery strategies to secure high-quality delivery partners to drive best value.
- Maintain good and effective relationships with development partners, contractors and stakeholders.
- Work collaboratively with internal colleagues to ensure a ‘one council’ approach.
- Procure and manage consultants to support project delivery, ensuring compliance with Corporate Policies and Procedures.
- Maintain budgetary responsibility for key areas of directorate spend with a Gross Development Value approaching £1 billion, managing and planning for expenditure over the annual horizon, providing support and intelligence to influence future resources and budget requirements for developments including
  - DPP
  - Hendon Hub
  - Modular Programme £5m Capital expenditure
  - Management of x 3 Turnkey strategic Build to Rent developments worth £600-700m
  - Letting Estate Management contracts, to operate and manage a suite of rental properties, under a build-to-rent model, for a 40 year period deriving forecast net revenue benefits of £73m and lump-sum receipts of £12m.
- Provide visible leadership and motivation to staff to ensure that delegated responsibilities are achieved, and effective communication maintained, including ensuring on-going performance management.
- Support and maintain a culture of continuous improvement and operational excellence, contributing to corporate priority themes and the organisation’s overall delivery aims.
- Actively contribute to the corporate management and strategic direction of the council.
- Maintain an up-to-date knowledge of technical competency areas and take a proactive approach to self-development and performance improvement.

## 2. Key accountabilities/duties/responsibilities:

### **Leadership**

- Focused on delivering the Council's vision; showing leadership through agenda setting, persuasion and influencing.
- Initiate and lead development projects and programmes.
- Drive pace of delivery.
- Own and be accountable for the delivery of the development agenda.
- Manage multiple contractors across various work streams supporting the delivery of the developments within the role's remit.
- Along with the Director of Growth, act as the key contact for development within the Council and in the Council's external interactions.
- Work autonomously as well as within a matrix management structure.
- Ensure the effective management of budgets.
- Contribute positively to the effective management of the Growth directorate.
- Nurture talent within the development team and be a role model for junior staff.
- Be regarded as a leading authority on development within the Council.

### **Strategy, policy development and commissioning**

- Lead the development of the Council's development strategy, alongside that of The Barnet Group.
- Oversee the delivery of relevant plans and strategies.
- Responding to the Council's strategic objectives, initiate relevant development projects.
- Work collaboratively both internally and externally to support the commissioning of key priorities.

### **Contract Management**

- In recognition of the significant requirement for external expertise in delivering a complex development programme, effectively appoint and client specific commissioned services.
- Contribute to contract reviews, as required.

### **Personnel Management**

- Responsible for the management of the Development Portfolio Programme Manager, and any additional staff as required.
- Ensuring resources are regularly reviewed and adjusted, in order to work to best effect.
- Given the project-based nature of the work programme, actively looking to shift personnel to meet peaks in activity.
- Seeking smarter ways of working to increase efficiency and effectiveness, for example through matrix working.

### **Financial Responsibilities**

- Ensure the achievement of objectives within budget.
- Focus on value for money in all activities and wherever possible sustainable service improvement.
- Make decisions in line with the scheme of delegation, and within the Council's governance structures (e.g. CSB, Development Governance Board and Property Review Programme Board).

**3. Promotion of Corporate Values**

The post holder will be expected to adhere to and promote the Council's corporate values and ensure they are embedded within the team. Our values: Caring / Learning to Improve / Inclusive / Collaboration

**4. Flexibility**

The post holder may be required to carry out other reasonable duties commensurate with the grade, as requested by the Director of Growth. This may involve playing a wider corporate leadership role as required, such as in relation to the Council's COVID 19 response, as well as emergency planning or OD.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The Council's Commitment to Equality**

The post holder is expected to deliver the Council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the workplace and in the services the Council delivers

**PERSON SPECIFICATION**

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<b>Location:</b>	<b>Colindale, flexible</b>
<b>Job Title:</b>	<b>AD – Development Delivery</b>
<b>Grade:</b>	6
<b>Reports to:</b>	<b>Director of Growth</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Degree level qualification in a relevant discipline, e.g. Surveying, Estate Management, Project Management, or equivalent by experience.	Essential/	Application/Interview
Professional membership of appropriate body desirable, e.g. RICS or equivalent.	Desirable	Application
Extensive post qualification experience and demonstrable track record of managing large and complex property development and/or regeneration projects, from inception through to completion.	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
	Essential/Desirable	Application/Interview
Experience of operating at a senior level with partners, colleagues and Members.	Essential	Application/Interview
Knowledge and understanding of housing development, including experience of relevant legislation, statutory frameworks and the implications of this in a local government setting.	Essential	Application/Interview
Experience of using property to lever regeneration and economic development benefits.	Desirable	Application/Interview
Experience of securing funding from external sources where appropriate.	Desirable	Application/Interview
Significant experience and knowledge of property development financial analysis and appraisal, using industry standard techniques e.g. Argus, and a strong understanding of funding mechanisms.	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Strong strategic and operational leadership skills.	Essential	Application/Interview
Strong project management skills and experience.	Essential	Application

Experience in budget management and savings planning and delivery.	Essential	Application
Exceptional presentation and written communication skills.	Essential	Application
Excellent commercial negotiating and influencing skills.	Essential	Application/Interview
<b>Values &amp; Behaviours</b> (only include those that are relevant to the role)		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Desirable	Application/Interview
<b>Inclusive</b>		
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/	Application/Interview