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| **ROLE DESCRIPTION: Development Manager** | |
| **Reports to:**  Head of Land & Partnership | **Responsible for:**   |  |  | | --- | --- | | * Supporting the development and implementation of development strategy * Securing new business opportunities & project manage the design and delivery of new homes from inception, building contract commitment through to Practical Completion ensuring the effective delivery of c.2000 new homes over the next 4 years | * - Leadership and people engagement across the development delivery service area * - Accountability for internal & external development compliance in line with Home England Audit and statutory requirement * - Key relationship manager with Local Authority, Government Agencies, development partners and other stakeholders. | |
| **Role purpose:** | |
| To be accountable for securing viable development and regeneration new business opportunities, ensuring the effective management and delivery of the highest possible standard of new affordable and market, mixed tenure homes for the business, development partners and customers.  Provide leadership and management to the new business team responsible for delivering new business opportunities that will deliver innovative, customer focused, cost effective, compliant homes which are designed, delivered, monitored and continually improved.  Work collaboratively with the development services team and contract delivery team to deliver a seamless high-quality development delivery service for the business, customers, development partners and key stakeholders.  Act as a positive member of the Directorate Management team, encouraging collaboration across disciplines and embedding a culture that delivers results and service excellence, and promotes the Karbon values and brand.  Develop and manage key relationships with internal and external stakeholders and customers, funders and development partners. | |
| **Key responsibilities:** | |
| **Leadership:** | |
| 1. Contribute to the future direction and success of the Directorate through the delivery of the development and regeneration services. 2. Provide effective leadership and management for people, creating an environment that enables everyone in the Directorate’s Development Delivery Team to perform at their best. 3. Develop and maintain key external relationships with all relevant bodies, networking effectively within the development delivery arena, in support of the Group’s development strategy. 4. Act as a role model for the Group’s values and culture, developing and embedding a coaching style of leadership that engages people in the delivery of group-wide and team objectives. 5. Embed structural and cultural business change and service improvement, through collaboration and development of service strategies and plans. | |

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| **Delivery:** |
| 1. Contribute to the development and implementation of Karbon’s development strategy. 2. Lead on delivery of the Group’s grant funded and non-grant funded development programmes from inception to practical completion ensuring annual business targets and KPIs including customer satisfaction are achieved. 3. Develop, maintain and create new partnerships with external agencies and partners including consultants, contractors, developers, agents, housebuilders, local authorities, and funding agencies including Homes England. 4. Lead on the appointment of consultants and contractors and completion of all pre-contract commissioning and contract documentation. 5. Lead on site finding including s.106 property negotiations, direct acquisitions from land owners, competitively tendering for land and partnership developments including JVs. 6. Contribute to bid funding strategies and work collaboratively with the development services team to provide timely and accurate project information to inform bid and grant claim submissions to Homes England and other funders. 7. Lead on project design, market appraisal, risk and viability assessments for a broad range of housing types and tenures for the business and development agency partners. 8. Collaborate with external professionals, development services and contract delivery teams and internal stakeholders including customer services, sales, assets and finance to inform demand, product, tenure, specification, financial viability and affordability. 9. Lead on, public consultation, securing planning permission, site assembly and property and land acquisitions and support options appraisal to identify redevelopment opportunities for obsolete or surplus property assets. 10. Be accountable for involving the contract delivery team on the development of project proposals to ensure an effective transition between new business and contract delivery teams. 11. Deliver projects in accordance with Karbon’s Group Development Framework to ensure good project governance, procurement, contract management, operational, funding, regulatory and legislative compliance standards are achieved. 12. Be accountable for establishing and managing project budgets, cash-flows and project information from inception through to completion. 13. Deliver accurate and timely updating of project and audit files to ensure internal and external audit compliance. 14. Ensuring post completion reviews, customer feedback, best practice and innovation is considered and used to inform annual service development and improvement plans across development delivery operations. 15. Deliver reports and performance information to a range of audiences including the Executive Team, Development and Asset Management Panel and Group Development Committee. |
| **Organisation wide:** |
| 1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value. 2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation. 3. Ensure that services within the department fully comply with all organisational policy and procedures. 4. Ensure that risks within the directorate’s activities are identified, removed or minimised. 5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied. 6. Responsible with the Management team for the effective supervision and utilisation of Group assets. 7. Promoting the values of the Group at all times and demonstrating a high level of commitment to diversity and inclusion. 8. Ensure that Karbon homes complies with all legal, regulatory and health and safety requirements. |
| The Development Manager role is part of the Development Delivery Management team. As with all management positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop. |

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| **PERSON SPECIFICATION: Development Manager** |
| **Experience and qualifications:** |
| 1. A strong record of demonstrable achievement, at management level in an organisation of comparable size and complexity to Karbon Homes, in the delivery of substantial development programmes including experience of managing Homes England funded development programmes. (E) 2. Experience of managing significant technical and organisational change (E) 3. Experience of working in partnership with stakeholders to deliver excellence (E) 4. Experience of collaborating and working as part of an effective management team (E) 5. Experience of research, analysis and report writing to present proposals and business cases (E) 6. Track record of developing and sustaining effective partnerships (E) 7. Educated to degree level or equivalent work experience (E) 8. Evidence of continuing professional development (D) 9. Recognised professional qualification in the field of housing or construction services (D) 10. Full, valid driving licence (E) |
| **Knowledge:** |
| 1. Knowledge of current and future challenges facing housing development (E) 2. Comprehensive working knowledge of housing development delivery programmes including those supported with Homes England grant funding, operating within the requirements of Homes England Capital Funding Guide (E) 3. Understanding of housing development governance practices and issues (E) |
| **Skills:** |
| 1. Leadership skills and the ability to coach, motivate and engage others (E) 2. Ability to manage departmental budgets within tight controls (E) 3. Ability to think strategically and gather data to support decisions (E) 4. Ability to interpret and analyse financial information and complex data (E) 5. Ability to identify and manage risks and make sound judgements, whilst not being risk averse (E) 6. Ability to lead and manage a team (E) 7. Ability to lead and manage a broad range of internal and external multi-disciplinary teams (E) 8. High level of written, presentation and interpersonal communication skills (E) 9. Able to use technology to work in a modern office environment (E) |
| **Attributes:** |
| 1. Transparent and open, acting with integrity and able to build high levels of trust (E) 2. Committed to diversity and inclusion (E) 3. Champions innovation and encourages ideas (E) 4. Resilient and able to work under pressure (E) 5. Collaborative and inclusive (E) 6. Support the development of, and actively role model and champion the Karbon vision, values and purpose (E) |