

Job description

Development Manager

Band 8

This role plays an important part of delivering West Suffolk Council's strategic priorities, Housing and Homelessness strategy and investment priorities. Working for the council's arm's length housing development company, Barley Homes, you will work on range of housing development opportunities from concept and appraisal stage through to development, completion, handover and after care. This post is funded by Barley Homes, therefore linked to the successful delivery of the company's performance.

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between manager and employee. Offices available to work in are both Council's premises at West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall. You may reasonably be required to work at any other of the Council's or stakeholder's premises as required to meet the needs of the service.

Job purpose:

Reporting to the Strategic Development Manager, this post will be responsible for acquiring housing development opportunities and supporting Barley Homes in meeting its growth ambitions by utilising all forms of development delivery. This is a crucial role which is part of a growing team responsible for acquiring developments to fulfil ambitious operational growth targets.

Working closely with external stakeholders such as Parish councils, landowners, land agents, Home England, funders and other agencies, working with the internal team to identify development opportunities and deliver existing and pipeline schemes.

Key responsibilities and activities:

Identify opportunities and manage the Royal Institute of British Architects (RIBA) stages 0 to 3 process:

- Carry out all necessary due diligence on suitable sites. Produce financial viability assessments taking account of affordable housing provision or off-site contributions and S106 requirements. Produce detailed business cases to secure the necessary capital investment from the council or other parties.
- Take the lead in preparing housing development project briefs and project management plans including business cases, detailed financial appraisals, project timelines and performance measures.
- Ensure all aspects of the development projects are fully financially assessed in terms of viability, funding requirements, land assembly and acquisitions.

- Work with other key One Public Sector Estate (OPE) partners to assist in the identification and evaluation of publicly owned land suitable for housing development, either through Barley Homes or alternative delivery vehicles.
- Identify any requirement for cross subsidy, external grant, or other special arrangements to facilitate development.
- Assist in the drafting of Heads of Terms, negotiating and securing land for Barley Homes employing and instructing solicitors where required.

Financial, Procurement and Contract Management:

- Procure relevant specialist consultants and contractors to design and develop schemes from inception to completion, instructing them and managing their inputs and performance according to Barley Homes procurement guidelines.
- Monitoring and managing project delivery risks to ensure that agreed outcomes are maintained and that projects/programmes remain within agreed budgets and timescales.
- Assisting with the compilation of tender documents, administering build contracts and development agreements.

Development Statutory Approvals and Contract management:

- Proactively manage housing development projects/programmes to meet Barley Homes delivery targets, including the preparation of options appraisal and feasibility assessments.
- Lead and co-ordinate the matrix management of multi-disciplinary and multi-agency specialist project teams, ensuring the input from relevant professionals, to develop housing schemes to secure planning permission on the company's pipeline sites, including leading the consultation and engagement with stakeholders.
- Prepare specifications and run procurement processes for external advisers, contractors and professional services providing related services to the council.
- Taking responsibility for, controlling and monitoring project budgets.
- Be responsible for ensuring measures are in place for the effective and efficient on-site management of construction activities from approval/ mobilisation stage to post-completion. Supervising external project teams, to resolve issues and conflicts.
- Ensure projects reduce their carbon footprint as far as practicable
- Ensure compliance with all statutory requirements under Planning legislation and conditions attached to permissions are satisfactorily discharged. Building Control requirements are met and requirements to obtain 10 year warranties are in place. Ensure all road and drainage infrastructure is constructed to adoptable standards under section 38, 278 and section 104 agreements where required and that suitable management company arrangements are in place to meet future repair and maintenance obligations for public open space, private roads etc
- Ensure site records are maintained and Health and Safety requirements are in place including Construction, Design and Management (CDM) on all developments.
- Manage the aftercare of projects to ensure customer satisfaction with the Barley Homes product.

Sales:

- For open market sales ensure arrangements are in place with agents to actively market the scheme and achieve the sales targets in the Business Plan. Ensure agent's performance is regularly monitored and energised and where necessary incentivised to sell. Appoint solicitor to deal with plot sales and management company formation.
- For affordable units, ensure early engagement with local Registered Providers (RP) to establish interest in the site and then manage a bid process. Manage the sale of land and units.

General:

- Present findings, advice and recommendations in both written report and verbal presentation formats to senior officers and Members. Such advice being provided in a clear and succinct manner, ensuring that any technical, legal, and property issues are easily understood.
- Build, manage and maintain strong relationships with internal council teams to ensure that all housing development projects and programmes are fully integrated into wider corporate objectives. Ensure that all relevant teams/services are actively consulted in the development and management of housing projects/programmes.
- On sites where Barley Homes is not identified as the appropriate delivery vehicle provide technical advice and assistance to the council in identifying suitable alternative housing delivery models, such as Joint Ventures, to bring schemes forward.
- Negotiate and influence on behalf of Barley Homes the investment decisions of Homes England to secure financial support to facilitate the development of strategic housing sites in West Suffolk.
- Work with the council's Strategic Housing and Strategic Planning team to identify and implement appropriate intervenes to increase the rate of housing delivery.
- Maintain up to date technical knowledge of all new government housing policy and funding streams to ensure all opportunities for Barley Homes are maximised, assisting in the development of business cases and funding applications where appropriate.
- Represent the interests of the board of Barley Homes at meetings where appropriate.
- Carry out other duties commensurate with the grade as directed by the Barley Homes Board.
- Where appropriate and as required, deputise and/or represent the Strategic Development Manager for Barley Homes.