**Job Description**

**Job Title: Senior Development Manager – Residential**

**Salary Grade: Grade 11**

**Directorate: City Development**

**Work Environment: Residential Development**

**Reports to: Development Director (Residential)**

**Number of Reports: 0**

**Purpose:**

* Development management of strategic residential development projects varying in value, scale, use and complexity from concept through to operational handover.
* To act as Programme / Project Manager for multi-faceted residential and mixed-use projects that form part of the Council’s strategic housing development programme, delivering them to the required time, cost, quality, scope, benefit and risk performance criteria.
* Manage the delivery of projects within complex stakeholder environments, engendering collaboration and successful partnership working
* Assist the Development Director (Residential) in producing compelling business cases and securing internal and external development finance
* Deliver innovative housing development projects that support the objectives of the Council’s City Plan, and its aspirations in terms of housing innovation, advanced manufacturing, low carbon and digital technologies

**Main Duties and Responsibilities:**

* To provide technical expertise, analysis and interpretation of housing and commercial matters relating to capital development projects and to formulate solutions and implement recommendations.
* To interpret financial and development viability reports, analyse the results, recommend and deliver actions for the benefit of the project.
* To demonstrate strong negotiation skills, managing conflict, making and conveying difficult decisions
* To participate in complex commercial negotiations between parties, including landowners, private developers, JV and funding partners, and to build and maintain strong relationships.
* Establish and maintain excellent working relationships with all internal and external stakeholders specifically inter-departmental staff, planning, highways, community groups etc.
* To work as part of a multi-disciplinary team to ensure that all processes and decisions are communicated and carried out efficiently and effectively.
* Effectively plan and implement development strategies, clearly defining project vision, objectives, scope, budget, programme, procurement, and deliverables and incorporate in Project Execution Plans.
* Articulation and presentation of strategies, project risks / opportunities, delivery programmes and exit strategies.
* Manage and monitor Project Execution Plans, programmes, budgets, and cash flows, ensuring delivery in accordance with agreed KPI’s
* Define critical project tasks and resource requirements and help drive projects forward, identifying the most efficient delivery mechanisms and achieving agreed deadlines and project goals.
* Implementation of risk assessment, monitoring, elimination, mitigation, scanning and logging. Identification and realisation of opportunities to maximise project benefits.
* Instil and adhere to a strict Change Control process through managing project changes and interventions to achieve project outputs.
* Obtaining and implementing all statutory approvals and consents relative to the project and drive statutory and stakeholder engagement in accordance with procurement and financial regulations and company standards.
* Develop and manage project communication strategies including public consultation and engagement.
* Commission, assemble and coordinate project surveys and investigations as deemed necessary.
* Collation and management of project data and assessment of results.
* Undertake development and investment appraisals including assessment of revenue, capital, whole life costings, to determine project viability and maximise development and investment returns
* Identify, assess and implement innovative technologies which support the Council’s low carbon, energy efficiency, digital connectivity and advanced manufacturing objectives to create modern housing and living solutions
* Appointment of consultants, contractors and suppliers as required to support project delivery – where appropriate in accordance with public procurement regulations, including OJEU
* Manage and coordinate external multi-disciplinary teams.
* Ensure robust project governance arrangements are in place to ensure effective reporting, accountability and clarity of roles and responsibilities.
* Implement where possible the Council added / social value campaign for local employment, local economy, education and wellbeing.
* Work with local businesses, education and skills providers to deliver the Council’s aims and objectives and maximise employment opportunities for local people and the local supply chain.
* Ensure Health, Safety, Environmental and Quality Assurance procedures are met and delivered to the highest standard.
* Work closely with internal and external solicitors and the internal team to exchange and complete contracts and transactions in a timely manner, assist or lead responsibility for preparation and execution of legal documentation required to take forward a project e.g. consultant appointments, building contracts and section agreements.
* Provide expert opinion and guidance on residential development and delivery strategies to elected members of the Council, client directorates/Heads of Service.
* Liaise with Directors and Assistant Directors of service divisions ensuring a corporate approach to residential development matters.
* Lead on complex projects, supervising and managing relevant staff.
* To be flexible with regard to duties and work programmes, contributing to the work of other Business Areas and providing an effective response to varying demands in the Division.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.

**Other Duties and Responsibilities**

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* The post holder must comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council