

## JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number:	<b>Senior Development Manager</b>
Present Grade:	<b>MM2</b>
Department:	<b>Chief Executive</b>
Service/Section/Team:	<b>Meridian Water</b>
Reports to:	<b>Head of Development</b>

### Purpose of the Role:

The Meridian Water project is Enfield Council's flagship programme to create a new neighbourhood delivering 10,000 new homes and 6,000 jobs over the next 25 years.

The Senior Development Manager will manage larger more complex development projects at Meridian Water. Taking them from concept, through design, procurement, delivery and into operation. All within agreed parameters in alignment with Council's expectation and needs.

The Senior Development Manager will take overall responsibility for individual developments within the extensive Meridian Water programme. This will include all aspects of financial, quality and time performance. You will be a key part of the senior Meridian Water team working closely with internal colleagues and external project teams.

You will bring market knowledge and a desire to apply this within a client-side organisation on a fantastic regeneration project. This role is delivery focused, experience delivering large complex regeneration projects is required. It is expected that you will have held similar positions with either private developers or in the public sector and to hold a professional qualification such as CIOB, RIBA, RICS, RTPI or equivalent.

Prospects for the successful candidate are exciting – it's a key period of growth for the programme with many years of diverse work ahead. There is potential for the successful candidate to contribute across multiple areas in the programme and the wider council.

### Dimensions including Structure Chart:

#### 1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

The post holder will be responsible for the monitoring and management of substantial capital works budgets up to c£250m.

#### 2. Number of direct reports

The postholder may have one or more Development or Project Managers, Regeneration Officer(s), and Project Officer(s) working on a matrix basis. You will manage no more than 5 members at staff at a time.

The post holder will manage project teams of up to 15 staff and which include staff from all levels which are of diverse and various professional and technical disciplines, from other services elsewhere in the Council.

Management and supervision of consultants undertaking a variety of complex planning and regeneration activities, including scheme design and development, planning, legal, procurement and development appraisal and viability.

To advise and train staff to ensure they are kept up to date with current techniques and practices for which the postholder is responsible through day to day contact and regular team meetings.

To carry out performance appraisals and workload management.

The role is required to deputise for the Head of Development / Head of Meridian Water Regeneration when required.

### **3. Nature of reporting relationship between post holder and line manager**

The postholder will report to the Head of Development and have monthly 1-1 meetings with line manager and attend regular team meetings.

Given the strategic significance of this post, the postholder will have frequent reporting access to the Programme Director for Meridian Water.

### **4. Any other relevant statistics**

It is expected that the postholder will provide briefings and presentations to Members, including Lead Cabinet Members and the Chief Executive, as appropriate.

Management of external consultants commissioned to deliver housing, infrastructure and environmental regeneration projects. The post holder is expected to supervise the input into regeneration projects of other members of staff from across the council through cross departmental matrix working groups. Close working with local community groups, community leaders and other council stakeholders and to develop effective partnerships and build relationships with key internal and external stakeholders.

The post holder is expected to use relevant Project Management Systems (e.g. Verto, Covalent, MS Project) and principles in the preparation, reporting, delivery and monitoring of regeneration projects.

## Key Accountabilities:

Accountabilities	Percentage of Time (%)
<b>1. Scheme development.</b> Lead all areas of a development project including viability, brief, community engagement, planning, procurement, design and construction.	15%
<b>2. Project delivery.</b> Set the strategy and build consensus to secure approvals. Including project initiation documents, project plan, business case documentation, risk management and budget planning. Produce reports in accordance with corporate performance management requirements.	30%
<b>3. Procurement.</b> Lead the procurement process to appoint delivery partner(s), consultants and contractors delivering best value to the Council and securing outcomes in line with corporate objectives for the scheme. Managing all aspects of the tender process including preparation of contract documents, negotiations and contract terms. Liaison with colleagues in procurement and legal teams as required. Secure the necessary approvals.	10%
<b>4. Reporting.</b> Monitor and control budget expenditure and financial performance relating to scheme development and delivery, in line with corporate financial regulations. Report against plan, programme, appraisals and any other relevant KPIs.	10%
<b>5. Performance Management.</b> Ensure the project is delivered in line with brief and expectations. Regularly monitor and report on performance of all aspects of the project including consultants, developers and contractors. Ensure quality is being delivered at every stage.	10%
<b>6. Design Management.</b> Ensure that the scheme develops in line with expectations. Ensuing specifications are developed and agreed with stakeholders and translated into contract requirements, monitored and delivered. Ensure the design is signed off at key stages.	10%
<b>7. Negotiation.</b> Manage all relevant negotiations with suppliers, stakeholders, residents and partners in order to achieve comprehensive scheme delivery in line with corporate objectives.	5%
<b>8. Undertake promotional activities</b> to raise the profile of project delivery in Meridian Water at a local, regional and national level.	5%
<b>9. Develop and maintain stakeholder relationships</b> including Government departments, GLA, TfL and other strategic partners to maximise opportunities for investment and partnership working.	5%
<b>10. Work in collaboration</b> with members, officers, stakeholders and potential partners/developers to ensure compliance with council policy, vision and values in achieving development objectives.	Included
<b>11.</b> Carry out all accountabilities and any other duties in compliance with the Council's Policies and Procedures.	Included

### **Key Relationships (Internal and External):**

- Regular key relationships on a one to one basis include other senior and professional officers within the council, council members, community groups and residents, partnership organisations, the GLA and other government and public sector organisations, statutory undertakers, area partnership members at a senior level, developers and landowners within the borough, senior officers in adjoining boroughs The Leader and Deputy Leader of the Council; Regeneration Cabinet Lead; other Cabinet members; chairs of Scrutiny Panels and individual Council members from all political groups
- The Chief Executive, Directors, Heads of Service and other officers as appropriate
- Enfield's MPs, GLA family and DLUHC
- Developers
- Lead consultants for specialist services
- Landowners, Leaseholders and Agents
- Residents and businesses directly affected by regeneration proposals
- Representatives of public, private and voluntary sectors agencies with whom the Council may work in partnership
- Internal colleagues in the Property & Economy and Housing & Regeneration, Property Services, Urban Design, Planning Policy, Legal Services, Finance Services, Development Management, Environment
- Representatives of the local, national and trade media

### **Equality and Diversity:**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety:**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

### **Corporate Health and Safety Responsibilities:**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

#### **Information Security:**

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organizations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

#### **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment. The Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children and Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

## PERSON SPECIFICATION

**Job Title:** Senior Development Manager

**Grade:** MM2

**Department:** Chief Executive

**Team:** Meridian Water

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b> (You are not restricted to 2 criteria for each category)	<b>HOW TESTED</b> Application – A Test – T Interview – I
<p><b>Job Specifics – Skills, Experience</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Pre-construction and site establishment experience</li> <li>2. Proven experience as a manager of diverse project teams in a senior position</li> <li>3. Sound knowledge and experience of the entire capital project life cycle and what is involved at key stages, with a focus on planning, pre-construction, viability and sustainability</li> <li>4. Possess the highest level of accountability, decision making authority, and resourcefulness and have the ability to establish, develop, and maintain relationships across stakeholders</li> <li>5. Ability to think strategically while remaining closely involved in the necessary detail</li> <li>6. Flexibility – must be able to manage a portfolio of responsibilities</li> <li>7. An in-depth knowledge of the construction process and construction methods</li> <li>8. Openness of approach and willingness to work as a team player</li> <li>9. High emotional intelligent and able to demonstrate key leadership skills</li> <li>10. Eager to make an impact on the local community to create a lasting legacy</li> <li>11. CIOB, RIBA, RICS, RTPI or equivalent qualification</li> </ol>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>

<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Significant knowledge and understanding of regeneration and economic growth issues in London.</li> <li>2. Contract administration experience</li> </ol>			
<p><b>Competencies*:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>1. Taking initiative-seizing opportunities</li> <li>2. Communication and influence</li> <li>3. Self-confidence</li> </ol> </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> <li>4. Planning and managing resources</li> <li>5. Working in partnership</li> <li>6. Intellectual adaptability</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Taking initiative-seizing opportunities</li> <li>2. Communication and influence</li> <li>3. Self-confidence</li> </ol>	<ol style="list-style-type: none"> <li>4. Planning and managing resources</li> <li>5. Working in partnership</li> <li>6. Intellectual adaptability</li> </ol>	
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<p><b>Knowledge*</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of technical, legal and commercial disciplines that contribute to regeneration processes.</li> <li>2. Knowledge of procurement procedures, including OJEU tendering.</li> </ol>			
<p><b>Qualification(s)*</b></p> <ol style="list-style-type: none"> <li>1. Professional Construction qualifications relevant to the role (BSc or MSc in Project Management or Building/Construction Studies or Engineering or equivalent)</li> <li>2. Have a related Chartership such as CIOB, RIBA, RICS, RTPI or equivalent</li> </ol>			
<p><b>Other Special Requirements*</b></p> <ol style="list-style-type: none"> <li>1. Ability to travel within and outside of the Borough to meetings and site visits. These meetings may take place at evenings and weekends.</li> </ol>			