

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title:	Assistant Development Manager x2 posts
Grade:	PO2
Cluster:	Sustainable Growth & Opportunity
Group:	Regeneration and Housing Growth
Team:	Development Programme
Responsible to:	Senior Development Manager
Responsible for:	N/A

Main purpose of post

To support the delivery of major property development and regeneration projects, leveraged through assets owned by the Council (or in partnership with other landowners/agencies) and delivered under contractual arrangements with the private or not for profit sector.

To support major property development projects from feasibility stage, through investment approval, site assembly, partners procurement, statutory approvals, and on-site delivery to generate a financial return and/or social value.

To support partnership working within the SGO Directorate, other Directorate and with external partners (developers, landowners Registered Providers and other key stakeholders) to maximise financial and social value

To support the delivery benefits against the council's requirements to residents and to support robust and inclusive community engagement is taking place.

To support the service at public meetings and site visits on development and regeneration proposals

Key Unit Accountabilities

1. To support major property regeneration and development projects, to deliver financial and social value.
2. Use specialist knowledge and skills around land assembly, partnership working, development management and funding streams to support development projects.
3. Support the negotiation of strategic development deals and the commissioning of advice from expert financial, legal and technical advisors .
4. Provide project monitoring and programme reporting of projects against key metrics (time, quality and cost)
5. Support development financial viabilities.
6. Support the management of the Risk Register for regeneration and development projects.
7. Support the promotion and identification of land assets which can contribute to the delivery of the Council's housing and employment growth strategies.
8. Work with with the local community on property development projects, ensuring the delivery of high levels of participation across the Borough
9. Provide support to manage stakeholder expectations and to respond to issues (including press enquiries, Members' enquiries, Freedom of Information Act requests, and formal complaints) in compliance with established timescales and procedures.
10. Ensuring that the Council's statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection

Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

11. Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Dimensions

Staff Management responsibilities

- There are no direct line management responsibilities.
- The post holder will be required to lead consultants commissioned in relation to specific tasks.

Budgetary responsibilities

- The role is responsible for supporting the effective financial management of any relevant budgets, including procurement and income.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

**PERSON SPECIFICATION
ASSISTANT DEVELOPMENT MANAGER (PO2)**

Note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓) on the person specification when you complete the application form.

	Key Knowledge	Shortlisting Criteria
K1	A relevant degree level (or equivalent) qualification or equivalent relevant professional experience in real estate	A ✓
K2	A knowledge of real estate development and the statutory planning regime	A ✓
K3	An understanding of the role of the private and public sector in relation to property development and regeneration	A ✓
K4	Broad knowledge and awareness of current issues affecting regeneration and the delivery of financial and social values in both the commercial and residential markets.	

	Relevant Experience	Shortlisting Criteria
E1	Experience supporting property development and regeneration projects in a development management or real estate advisory/agency capacity	A ✓
E2	Experience of working within multidisciplinary teams to deliver projects and positive outcomes through internal and external partnerships	A ✓
E3	Experience of budget management for the delivery of projects.	

Core Behaviours		
	<p>Focuses on People</p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p> <ul style="list-style-type: none"> • Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work • Being approachable and positive for my area of work and other services • Showing empathy to help people inside the council as well as outside • Ensuring I treat people equally and take time to listen to their needs • Being open, flexible and available • Respecting team goals and supporting new members • Providing support, advice and guidance 	
	<p>Takes Ownership</p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative • Working with teams and service areas to achieve positive outcomes and develop personal capabilities • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves 	A✓
	<p>Works Collaboratively</p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences • Sharing information, best practice and ideas with relevant networks and groups 	A✓

	<ul style="list-style-type: none"> • Being approachable, listening and building constructive honest relationships • Regularly sharing success stories that lead to good outcomes 	
	<p>Communicates Effectively</p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> • Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well • Targeting the message to the audience, ensuring that everyone can access the information. • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Escalating issues and opportunities straight away, ensuring risks are managed • Consider the use of interpreters and translators where needed 	
	<p>Focuses on Results</p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> • Getting my work done to the best of my ability with the resources and finances we have • Thinking in relation to the 'Borough Plan', working well with colleagues to get good results • Making sure I understand my objectives and what I need to do • Working with my manager to develop my skills and knowledge • Keeping my manager informed of progress • Looking for opportunities to move forward • Alerting my manager when I need support • Delivering projects on time and within budget • Thinking about partnerships and the resources needed for them 	

16th March 2021