



Careers
at Notting Hill Genesis

Regeneration Development Manager

Recruitment pack

November 2021



Hello from Notting Hill Genesis

Notting Hill Genesis (NHG) is a hugely diverse organisation with all kinds of jobs for all kinds of people. But everyone that works here shares something essential. It brings us together, drives us forward and helps us be the best we can. What is it? It's a passion for what we do. And to do it with more ingenuity and spirit than anyone else.

Following our recent successful planning application for the next stage of our regeneration at Grahame Park Barnet, an opportunity has arisen for a Regeneration Project Manager to join our Regeneration Team.

The Grahame Park and Woodberry Down Regeneration team is responsible for the delivery of both these high profile, complex and rewarding projects through planning, procurement and construction, under a variety of partnership and development agreements.

The Grahame Park project, (where NHG acts as development manager under a development agreement with the London Borough of Barnet), has secured a planning consent for over two thousand new homes and associated community and commercial facilities (including a redesign to Heybourne Park) to be delivered by 2034.

Woodberry Down is being delivered in partnership with Berkeley Homes Ltd and the London Borough of Hackney and is about to complete the second phase of development, having delivered over 2,000 homes to date, with a further 3,500 to be developed in the remaining phases.

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About the role

Are you passionate about improving neighbourhoods, building new homes and places and making a difference to London and its communities? If so, we want to hear from you.

Notting Hill Genesis is one of London's leading housing associations, and we have an ambitious programme to build 1,400 homes a year. We currently have over 5,000 homes on site and a strong pipeline of long-term regeneration activity with a range of exciting projects that will deliver high quality homes and places.

We're looking for a highly motivated and progressive Regeneration Project Manager to join our team of high performing regeneration and development professionals. Working on our large-scale regeneration projects in Grahame Park and Woodberry Down, you'll take a hands-on approach to project management, planning, procurement and on-site delivery of these mixed use schemes – delivering high quality places that transform neighbourhoods.

You'll have tenacity and a focus on excellence that delivers a top-quality product and service for the customer. You will be able to demonstrate your experience and commercial acumen running complex mixed use development projects with multiple stakeholders and residents.

This is a challenging and rewarding role. You will have accountability for project development and delivery for projects within our regeneration programme, managing cost, programme and quality performance targets. You will use your skills and experience to develop projects, obtain planning, negotiate build contracts, and manage developments to successful completion. You'll identify and manage risks and present ongoing viability and financial reports to internal and external scrutiny committees.

As an excellent communicator, you'll enjoy motivating your team, collaborating and negotiating with design teams, consultants and contractors; you'll also build relationships with partners, stakeholders, colleagues and residents. An understanding of delivering large complex regeneration projects would be desirable.

In return we offer a competitive salary, generous annual leave, health cash plan, season ticket loan, life assurance and a generous contributory pension offer as well as other benefits packages.

For instructions on how to apply for this role, please refer to the recruitment page within this pack.

If you are interested in the roles and would like to speak about the role before applying, please contact Colin Boxall – colin.boxall@nhg.org.uk

Closing date for applications is **midday on Friday 26 November 2021**.

Shortlisted candidates will be invited to interview and assessments w/c 6 November 2021.

Should a redeployee apply for this role; their application will be considered before any others.



Who we are

Notting Hill Genesis (NHG) works in the community, providing homes for lower-income households. This is our primary purpose, and everything else we do supports that aim.

Our purpose

The primary task of Notting Hill Genesis will be to provide homes for low-income households in London and the south east.

Together, we:

Have the financial strength to invest in our social purpose

Build quality, affordable homes in thriving communities

Provide modern, valued services

We're more than just a housing provider. We believe in providing quality services, making neighbourhoods and creating places for thriving communities. This means delivering on our promises and aiming to make a positive impact in the lives of our residents.

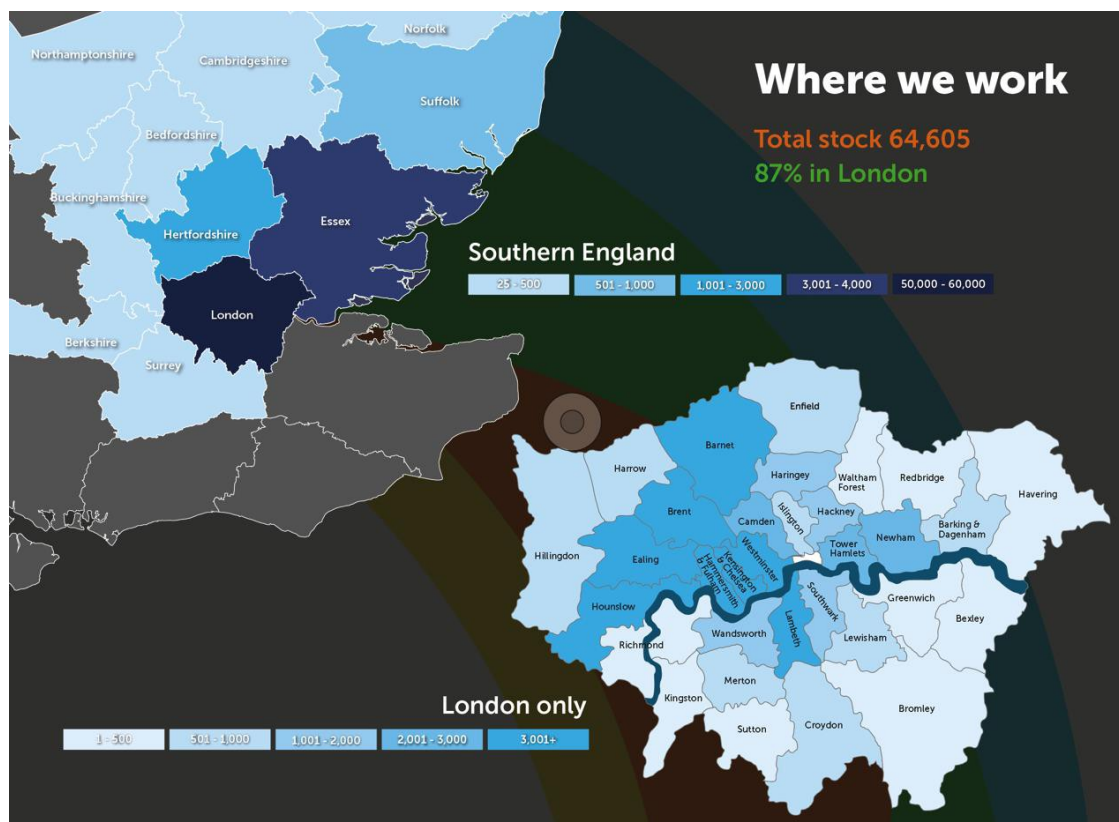
Notting Hill Housing and Genesis Housing Association joined together in April 2018 to create Notting Hill Genesis. Together, we are able to do more for our customers and make a bigger difference for those in housing need.

We are one of the **largest housing associations in London and the south-east**, providing homes for around 170,000 people in some **55,000** properties across the capital and a further **9,000** in the home counties and East Anglia.

We are a new organisation, but our **roots reach back to the 1960s** when our legacy organisations were established by local people who shared a similar vision – to house west London's working poor, providing them with a home from which to build themselves and their families a secure future.

Our growth over the decades has given tens of thousands of people a place to call home, and Notting Hill Genesis is committed to giving future generations the same opportunities. Combining a **commercial outlook with a clear social purpose** means that we can reinvest surpluses to build around a **programme of 20,000 new homes** in places where people want to live and do our bit to tackle the housing crisis in London and the south-east.





Our strategy and values

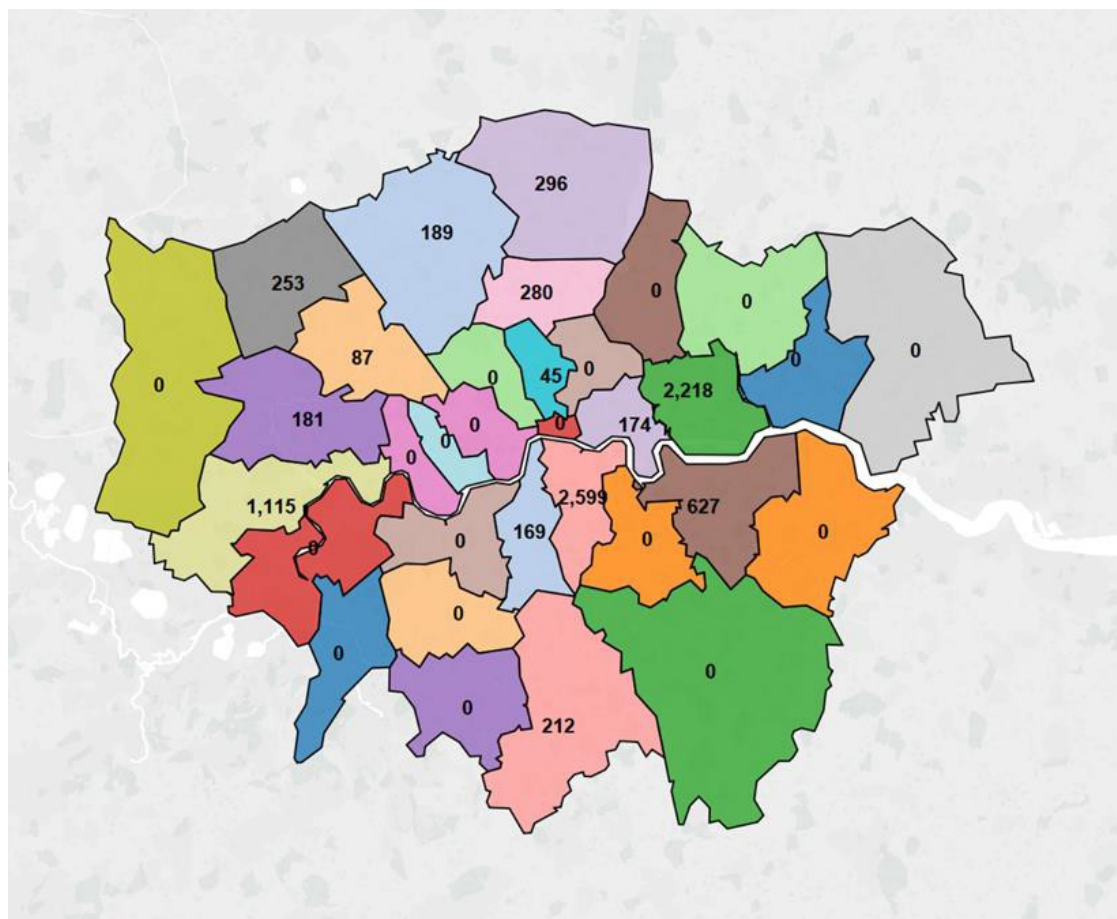
Building homes and communities

Notting Hill Genesis are one of the most experienced and financially secure housing associations in the UK. We develop high-quality homes in London and the south-east of England. Our homes have won awards for being creative and sustainable, but more importantly, they help create and sustain vibrant communities.

We have a well developed pipeline of new projects, and operate at scale in order to maximise our impact.

We have strategic partnerships with the Mayor of London pledging 60 per cent affordable housing across our Greater London Authority (GLA) pipeline.





It's increasingly difficult to produce social and affordable housing with limited government grants, but by continuing to use surpluses generated by our commercial activities to plough back into our core social purpose, we can ensure we create the right mix of Notting Hill Genesis homes – and do our bit to tackle the housing crisis in London and the south-east.



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Notting Hill Genesis is about more than bricks and mortar

Our social purpose is as important to us today as when our parent organisations were formed in the 1960s. We're committed to being at the heart of our communities, providing homes for lower-income households in London and the south east.

Both Notting Hill Housing and Genesis were founded in response to homelessness and poor living conditions. We've always been innovative and forward-thinking organisations. Our growth over the decades has given tens of thousands of people a place to call home. We won't stop now. It's vital we don't rest on our laurels, but continue to give future generations the same opportunities.

Any commercial work and property sales we undertake is to create greater surpluses to invest more in affordable housing, and as Notting Hill Genesis we can do more.

Our people

We have more than 2,000 colleagues, most of whom work at the heart of our communities, building relationships with residents that go beyond bricks and mortar. We strive to be the best we can, and are committed to working with our residents to ensure that everyone has a safe, secure and good quality home, and access to high standard services delivered in the way that suits them best – whether that's online or face-to-face.

Our people and our values make up our flourishing and diverse culture. With us, you'll be empowered to aim high and deliver. We want you to join more than 2,000 talented colleagues to learn, develop and grow. We work in many different areas, which means we can offer careers in a variety of professions, from buying land and building new homes, to the long-term successful management of thriving communities. Whether you're delivering front-line services to our residents, supporting operations from a corporate office-based role or helping to build new homes, there's room for all kinds of passionate people here.

We're committed to attracting talented, creative people. We're not looking for one type of person — we're hugely diverse. We don't just accept difference, we celebrate and support it! We, like the communities we serve, thrive on it.



Our benefits

Salary

We offer a competitive salary for the right candidate, together with an extensive benefits package.

Benefits

Along with career development opportunities, internal training programmes and sponsorship to study, we also offer a competitive benefits package.

- Generous pension contributions plus free life assurance
- Excellent annual leave allowance* and flexible working opportunities*
- Cycle2work, childcare voucher schemes
- Healthcare cash plan scheme
- Interest free season ticket loan*
- Enhanced maternity pay*
- Enhanced paternity pay*
- Wellbeing classes and events, such as Yoga and Pilates classes, flu vaccination vouchers, massage days, Dr Bike surgeries etc.
- Professional subscriptions paid for

*Qualifying period may apply

There are lots of good things about working at NHG, beyond the rewards you'll get from what you do and the people you work with every day.

We host regular events, workshops, plus talks with guest speakers. We also put on activities and provide information to encourage healthy living and well-being. Here's some of the activities that are happening at the moment:

- Yoga classes
- Pilates classes
- Bike week events
- Flu vaccinations
- A social events group who organise trips and events
- Wellbeing events



Recruitment Information

Recruitment timetable

Recruitment stage	Indicative date
Closing date for applications	Midday on Friday 26 November 2021
Management scenarios on-line tests	Will be sent to shortlisted applicants prior to interview
Interview and assessment	w/c 6 December 2021

Closing date for applications is **midday on 26 November 2021**.

Please note that should a redeployee apply for this role, their application will be considered before any others.

Shortlisted candidates will be invited to complete a management scenarios on-line test prior to interviews. Interviews and assessments will be held week commencing 6 December 2021.

How to Apply

To apply for this role, please submit your CV and a supporting statement. Please note a supporting statement is not a cover letter. You should address each of the behaviours and essential criteria listed on the role profile and provide examples of how you demonstrate these skills as well as your experience. Please also include your salary expectation and motivation for applying for the role.



Regeneration Development Manager

Regeneration

Overview	
Role Purpose	Lead and manage the design/production/delivery of Regeneration development projects and deliver them on time, to budget and to agreed quality standards.
Responsible for	<ul style="list-style-type: none"> • Managing design development/planning/construction delivery • Appraising development schemes and managing project capital budgets • Delivering viable development projects • Leading and managing design and project teams
Reports to	Project Director
Line management	Project Manager
Date	February 2021

Role relationships	
Internal	<ul style="list-style-type: none"> • Working collaboratively with the Regeneration Social and Economic Investment and Communications and Resident Involvement Teams • Working with Development colleagues, NHG clients and Finance Investment teams • Report to Regeneration governance boards/groups • Report to Project Review Group and Project Appraisal Group
External	<ul style="list-style-type: none"> • Work alongside/deliver Development Management services with/for Local Authority Development Partners • Lead and motivate teams of contractors and/or consultants

Role accountabilities
Project Management <ul style="list-style-type: none"> • Act as the NHG lead on the development of Regeneration Projects with complex legal structures and various internal and external stakeholders so they deliver on time, to budget and to agreed quality standards. • Manage projects through design development and planning to ensure viability and deliverability. • Lead cross functional internal and external teams to rationalise design and maximise scheme efficiencies and ensure a quality led approach.



Role accountabilities

- Develop and manage comprehensive risk registers with robust mitigation strategies to minimise project risks. Where risks do materialise, take a proactive and commercial approach to resolve
- Maximise development value against budget, programme and co-ordinate and external parties. Have a strong focus on financial and commercial viability.
- Lead on proactive value management through design whilst maintaining a customer focussed approach and internal business requirements.
- Collaborate with NHG Socio-Economic Investment and NHG Commercial Properties teams to implement meanwhile uses where appropriate to add value.
- Lead and chair project meetings with internal team members and consultants
- Lead and manage all procurement activities. Recommend and deliver appropriate procurement strategies for schemes considering risk and best value and in line with NHG Procurement requirements. Manage all consultant appointments.
- Lead consultant and design teams with a strong contractual and commercial approach to ensure that schemes are delivered on time and to budget.
- Provide strategic input into sales and lettings marketing strategies and management strategies for your projects.
- Engage with NHG Housing teams to ensure that new homes/buildings are designed with tenants in mind and are fit for purpose. Ensure Housing management is engaged in any decant activities
- Work closely with Assets, Leasehold, Housing Management and any other client teams on the development and delivery of an Area Management Plan
- Working closely with the Regeneration Communications and Involvement team, ensure that projects deliver meaningful resident engagement, and that consultants and contractors embed engagement activities in their work.
- Manage project business plan, financial models, risk maps, project programmes and other reports where appropriate.
- Prepare management reports including financial appraisals, monthly progress reports, cost reports and HCA and/or GLA Grant Forecasts. Present to internal and external panels and committees.
- Lead the development of phasing, implementation and handover strategies to ensure successful delivery of the projects. Carry out options appraisals where appropriate.
- Ensure that principles of representation, inclusion and diversity are championed and reflected across all projects
- Create and maintain comprehensive project documentation in line with internal procedures and audit requirements.
- Report to Project Boards, action decisions and be accountable for project milestones.
- Attend evening/weekend events and meetings when required

Cost Control and Legal Agreements

- Control and manage financial appraisals on Pamwin, Argus or another development appraisal tool. Responsible for development management accounts and all other financial information in respect of projects. Report on project variances and act to minimise them.



Role accountabilities

- Prepare and manage capital budgets, revenue forecasts, cash flow forecasts, development programmes and other management tools.
- Continually review the feasibility and financial viability of projects
- Manage legal and commercial agreements including development agreements, and S106 agreements.
- Establish and manage numerous stakeholder and commercial relationships, including Local Authorities, GLA, internal clients, etc. and resolve issues in the interest of the project.
- Manage planning requirements, legal requirements, warranties and utilities and track the same through schedules.

Relationships

- Manage NHG day to day relationship with Local Authority Regeneration Partner
- Working closely with the NHG Resident Involvement and Socio-Economic Investment teams, develop resident involvement/engagement strategies for planning/construction delivery
- Working closely with the Socio-Economic Investment team, develop commercial properties strategies that include local businesses.

Pre-Construction Planning and Design

- To take the lead role in obtaining successful planning permissions for property acquired or to be acquired by Notting Hill Genesis
- Responsible for delivering high quality residential-led mixed use developments that minimise management costs and charges to future NHG residents
- Managing and leading on various technical assessments required for planning
- Lead on planning viability assessment, negotiations and resolution
- Ensure that planning permissions are deliverable, do not contain onerous requirements, comply with NHG's internal approval processes and fit our strategic objectives.
- Lead on S106 negotiations and to be responsible for completing legal planning agreements

Construction & Delivery

- Manage the development of the design and the procurement and delivery of construction proposals in line with the procurement strategy agreed with the Project Director.
- Work with the Sales, Housing Management and Commercial Properties Teams. Ensure that completed properties meet acceptable quality standards. Prepare handover documentation in timely manner to ensure projects handover on time.
- Manage projects through defects liability period, attend defects meetings and end of defects inspections.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.



How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience, and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

Role behaviours	
Customer focus	<ul style="list-style-type: none"> Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always. Commercial awareness / VFM in everything people do. Make decisions and recommendations in line with this.
Accountability and delivery	<ul style="list-style-type: none"> Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions. Take well considered risk and monitor and manage risk proactively
Service improvement	<ul style="list-style-type: none"> Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues. Seek out and encourage others to seek out and implement improvements.
Communication and inclusion	<ul style="list-style-type: none"> Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others. Accountable for excellent communication within your team and with external and internal stakeholders.
Management	<ul style="list-style-type: none"> Lead by example and with empathy, ensuring your team deliver on their promises; getting the best from your staff by offering them appropriate support, guidance, and development.
As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.	

Essential knowledge, experience and skills	
Professional expertise (know how & experience)	<ul style="list-style-type: none"> Experienced in delivering successful commercial outcomes from negotiations with developers, public bodies, consultants and contractors. Comprehensive practical understanding of project management principles and risk analysis skills Experienced in the development and management of complex mixed-use development with complex legal structures from land acquisition to completion and handover. Experience of high-level stakeholder management



	<ul style="list-style-type: none"> • Familiar with HCA and/or GLA funding and other requirements. • Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors. • Experienced in presenting to internal and external committees and preparing high quality written information for a range of stakeholders. • Experience of effective and successful negotiations.
Skills	<ul style="list-style-type: none"> • Strong communication, interpersonal and negotiation skills • Effective IT skills including intermediate MS Office skills • High literacy, numeracy and verbal skills • Ability to generate creative solutions to complex problems in a Regeneration/development environment. • Excellent communication skills, with experience of presenting to a variety of audiences up to board level. • Good level of competence on Pamwin or equivalent development management tool.
Qualifications and/or professional membership	<ul style="list-style-type: none"> • Relevant project management qualification or equivalent (non-essential)

Role requirements

DBS	<ul style="list-style-type: none"> • None
Data and information processing	<ul style="list-style-type: none"> • Information/Data User (all staff)
Data protection role	

