

## MTVH ROLE PROFILE

Date: 17/12/2019

Role Title (External)	<b>Development Manager (Asset Development)</b>	Directorate	<b>Development</b>	Location (based)	<b>Farringdon</b>
Reports To	<b>Mohammed Habid</b>	Function / Team	<b>Regeneration</b>	Geographical Spread	
Direct Reports (Number)	<b>N/A</b>	Budget Sign-Off Approval Level	<b>N/A</b>	Suitable for Agile Working Options	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
DBS Check Required	<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>  <b>If Yes for DBS check, which level is needed? Enter statement below as applicable.</b>			Driving Licence	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
				Insurance check required	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>

### Overall Responsibility:

- Responsible for activities that contribute to the identification, successful planning and procurement of complex and significant asset development projects, ensuring pre construction workstreams are delivered on time, budget and meet the Associations quality standards.
- Responsible for activities that support the delivery of the Growth & Investment Strategy, Strategic Asset Management Strategy and Stock Rationalisation Strategy.

### Key Responsibilities and Outcomes

- Identify, plan and deliver a variety of asset development options appraisals and resulting projects on time, budget and agreed quality levels.
- Responsible for managing and leading complex and multifaceted redevelopment, conversion and business change projects (i.e. stock rationalisation) within defined acceptance criteria.
- Utilise a broad range of development management, commercial, technical and construction skills to coordinate and deliver successful projects (pre-construction) on time, budget and ensure that agreed quality levels are achieved.
- Drive in depth and complex data analysis, in conjunction with Property Services, Customer Services and Finance, in order to maximise the performance and value of existing assets.
- Manage professional consultants effectively to ensure that required service levels are achieved.
- Ensure projects are delivered in line with committee approvals, seeking opportunities to maximise sales profit and minimise costs through effective project management.
- Ensure that all internal procedures such as regular financial monitoring, updating of cash-flows, risk management and record keeping is maintained on all projects.

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- Build great relationships with stakeholders, both internal and external, promoting collaborative and positive working processes and a culture of customer service excellence.
- Prioritise health & safety and Fire risk design / monitoring ensuring that all projects are well designed, providing a safe operating environment for all.
- Monitor, review & report on performance of Developers, Contractors, Consultants and projects against agreed key performance indicators.
- Ensure that cashflows are regularly updated and exercise excellent budgetary control over regeneration projects, reporting variances where necessary.
- Lead on the delivery of effective consultation and engagement with residents and stakeholders on asset development / stock rationalisation projects.

Personal Competencies	Skills / Experience / Knowledge
<ul style="list-style-type: none"> <li>• Ability to work in a team and on own.</li> <li>• Able to make decisions under sometimes challenging circumstances.</li> <li>• Ability to communicate at all levels</li> <li>• Excellent report writing and presentation skills</li> <li>• Display professionalism at all times</li> <li>• Strong leadership skills with the ability to develop and motivate team</li> <li>• Results-orientated with an understanding of issues relating to housing and asset management</li> <li>• Excellent at building networks and building sound external and internal relationships with relevant partners.</li> <li>• Self-motivation with a positive attitude and the ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive experience of large scale residential property development projects, leading and working with multi-disciplinary teams for a Housing Association, Developer, Housebuilder, Investor or similar.</li> <li>• Strong understanding of Asset Management and Housing Management functions</li> <li>• Experience of procuring consultants, contractors, developers and operating various contractual models such as Design &amp; Build, Partnerships and Joint Ventures</li> <li>• Strong understanding of the planning process, building regulations and construction contracts.</li> <li>• Strong intellect with the ability to analyse and act upon complex financial and non-financial information and reach speedy well-formed conclusions.</li> <li>• Good IT literacy skills (Microsoft Word, Excel, Powerpoint, Pamwin / Proval or equivalent)</li> <li>• Relevant degree or equivalent technical qualification</li> </ul>

### Other Requirements:

- Must have own transport and be happy to use this for work purposes
- Ability to undertake out of hours work, sometimes during the evenings and at weekends