**Job Capsule Supplementary Information: Head of Development**

**This supplementary information for** *Head of Development* **is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family………….. Job Zone ……2…………. Level……6………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The post holder will be responsible for leading the development and construction phases of the Community Investment Programme (CIP) in the Gospel Oak and Haverstock wards with an estimated project value of c.£500m. The post holder will be required to lead two development teams, each of five, supported by locally recruited Community Liaison Advisors (CLAs), to form strong working relationships with local residents, ward members and stakeholders, to develop shared solutions for the regeneration of two large neighbouring estates in line with Our Camden 2025 ambitions. The post holder will be responsible for working to tight timescales and to meet the agreed projects objectives and approved business cases. They will be required to work collaboratively with a wide range of internal and external stakeholders, within a political setting, to deliver the regeneration works to make Gospel Oak and Haverstock a better place to live, work and visit.

**Example outcomes or objectives that this role will deliver:**

To deliver the development and construction phases of a programme of estate regeneration projects leading to the regeneration of the physical and social fabric and meeting the capital receipts sales targets required to support the CIP programme.

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To ensure that regeneration projects are delivered in partnership with ward councillors, tenants, residents, School Governing bodies, and other stakeholders, utilising innovative and leading edge approaches to community engagement and coordinating solutions that command wide-spread support.

To ensure that the CIP construction programme delivers best practice standards in the reduction of carbon emissions and promoting sustainability.

* To ensure that contract administration, supervision and construction project management processes delivers projects to time, cost and quality targets and meets business case requirements
* To ensure that high quality construction standards are maintained during the delivery of new homes and that on-going management and maintenance costs are minimised and oversee the incorporation of new homes into the Council’s Repairs and Maintenance systems.
* To ensure that community benefits, local employment and training opportunities are maximised during the delivery of projects.

**People Management Responsibilities:**

The post holder reports directly to the Director of Development and is required to deputise on occasion.

The post holder has responsibility for day-to-day management of a team of staff and consultants which will reflect the complexity and value of the CIP programme which is c.£1bn

**Relationships;**

The post holder will be responsible for developing a new way of working, bringing together ward councillors, tenants, leaseholders, residents and communities to establish and deliver a shared vision for these estates.

This is a new venture for Camden Council, involving significant business risk in terms of delivering the investment strategy and reputational risk for the Council if the programme fails to deliver.

The post holder will have daily contact with chief officers and very regular contact with elected members, including presenting reports to Cabinet, scrutiny and ward councillors. The post holder will represent the Council at a wide range of public meetings.

**Work Environment:**

Office based with periods of time spent outdoors

**Technical Knowledge and Experience:**

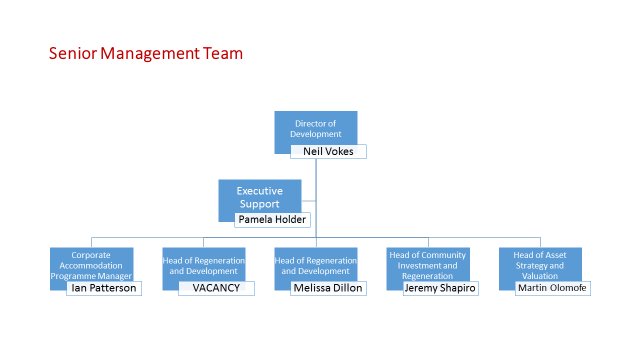
* Educated to degree level or equivalent
* A regeneration or construction project management related qualification is desirable
* Experience of taking regeneration projects forward from conception to completion
* A good knowledge of best practice in regeneration and development activities
* Good knowledge of design and construction and safety responsibilities
* Knowledge and understanding of building regulations, planning policy and sustainability in terms of design and management
* Strong understanding of place making, the London housing market, housing policy, the challenges facing local authorities in housing, and the external funding sources available
* Understanding of financial modelling and experience of scrutinising development appraisals
* Good knowledge of public procurement practice
* Knowledge of construction contract and property law, including Landlord and Tenant law and practice.
* Experience of project and programme management – developing, implementing, maintaining and monitoring projects to tight deadlines
* Experience in managing staff and co-ordinating work across service areas where other officers are leading on delivery
* Experience of commissioning and managing work from external consultants
* Experience of budget management – monitoring, reporting and authorising spend
* Ability to write high quality reports in good English to tight deadlines, and present information clearly to a wide range of audiences
* Numerical and financial competence, including IT in word and excel, in order to analyse data, manage significant budgets and evaluate performance
* Knowledge of working effectively in partnership with residents, communities and engagement techniques in relation to regeneration projects
* Willing to attend evening and weekend meetings and events as required

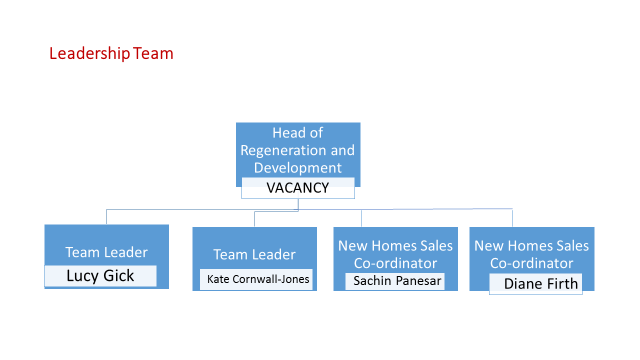
**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

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| --- | --- |
| **Behaviour** | **Level required at Zone 2** |
| **Confidence and Resilience** | 4 |
| **Driving**  **Improvement** | 3 |
| **Leading People or Working Together\*** | 3 |
| **Organisational Awareness** | 4 |
| **Strategic**  **Perspective** | 2 |

**Camden Additional Behaviours – identify one or two relevant additional behaviours with the appropriate level for this role:**

**Structure Chart – please insert or attach an up to date structure chart showing this role**

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