

PERFORMANCE RELATED JOB DESCRIPTION

Job Title : Development Manager
Employee Name :
Reports to : Head of Homes and Regeneration
Date :

Purpose:

Management of the whole development process from; site feasibility and due diligence through the concept and detailed design phases, through the planning application process and into the sales and marketing phase, then on to after sales and customer care. To create, manage and maintain relationships with existing and new clients and feed the pipeline to ensure business longevity.

Function:

- Set the standard for all development opportunities, managing the engagement with clients and landowners.
- Ensure projects remain true to the original brief and aligned to the business aspirations.
- Preparation of development appraisals to inform business decisions throughout the development lifecycle.
- Manage the function of the JV development vehicles.

Roles & Responsibilities:

- Initial appraisal and implementation of regeneration projects
- Negotiation of legal documentation associated with the development process.
- Stakeholder mapping and engagement, securing appropriate planning approvals
- Preparation of project plans, development briefs, and action plans to reflect the development and to guide the design team.
- Market research and site analysis reflecting the site constraints and market profile for the proposed uses.
- Sales/disposals and sales & marketing strategies with appointment of agents or in house teams.
- Preparation of client and management team reports
- Development and maintenance of relationships with clients

- Tenacity and enthusiasm to successfully create places of the very highest quality, whilst achieving commercial returns to the client and a meaningful and lasting social value impact in the community in which we work.
- A desire to use your skills to make the world a better place with the creation of great places for people to live, visit, work and enjoy.
- Good knowledge of the residential and commercial property markets
- Knowledge and understanding of current development issues
- Excellent IT skills including MS office products, MS 365, ARGUS (or similar)
- To be a Team builder and leader
- Excellent communication and client facing skills
- Ability to assume leadership responsibility for projects
- Good negotiator of sale and lettings agreements
- Experience of working in both public and private sector organisations
- Production of high quality information to support decision making at a senior level
- Budgeting and financial reporting at project level
- Evidence of strong interpersonal, communication and team working skills used to motivate and direct team members and partners.
- Promote the Company's values at all times.
- To demonstrate good team work and effective communication

Education & Experience	Level / Discipline	Essential / Desirable	Comments
Construction related Qual	HE	Essential	
Construction related Qual	Degree	Essential	
Pre-construction Project management		Desirable	
Development management		Desirable	

Key Competencies	Essential / Desirable	Comments
Excellent Communication skills	Essential	
MS office suite of products	Essential	
Time management	Essential	
Punctuality	Essential	

Design / art background	Desirable	
Office 365	Desirable	
Adobe suite of products	Desirable	

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	Indicators
Planning permission	Success in concept and viability of development sites
Profitability	Creation of viable schemes, Self-funding of projects and confirmed pipeline
New JV partners	Successful relationship management and creation of BD opportunities
Team Autonomy	Well rounded support staff whom are keen and eager to learn

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed and amended as necessary; quarterly with your Team Leader and annually by the HR Department to ensure they reflect the needs of the job and the needs of the company.