|  |
| --- |
| **Job Description** |
| **Job Title:** | Senior Development Manager |
| **Grade:** | 12 | **Post No:** | OPDC-SDM |
| **Directorate:** | Commercial |
| **Job Purpose** |
| Reporting to the Commercial Director, the Senior Development Manager is responsible for leading and managing development projects within OPDC’s mission to bring forward comprehensive redevelopment of Old Oak and support the intensification and improvements of Park Royal. The Senior Development Manager will be responsible for managing the financial control of projects, delivering to key milestones and delivering outcomes in accordance with project objectives. Also responsible for instructing and managing external teams, the postholder will also provide land and property advice into projects being developed and progressed by other teams within the organisation.   |
|  **Principal accountabilities** |
| 1. Support and input into OPDC’s strategic development plans for Old Oak and Park Royal including land assembly strategy, development viability, phasing and delivery.
2. Support OPDC’s strategic financing plans including the input to support development joint ventures, land disposal, debt investment, infrastructure investment and grant funding as required.
3. Manage Business Planning with accurate forecasting/modelling of development cashflows including expenditure, receipts and valuation over time.
4. Responsible for the development and capital projects including the acquisition and development of land, the commercialisation of existing land and direct or joint venture development activity.
5. Define the development concept, project outputs, outcomes, and performance measures demonstrating a clear link to strategic regeneration and economic development objectives
6. Overall responsibility for projects, undertake regular and accurate reporting of project including budgets and risks and with advice and guidance from the Commercial Director and wider team as required.
7. Identify and promote new development opportunities that meet the OPDC’s objectives.
8. Take full responsibility for the accurate and regular reporting of all development project activity, including development concept, project outputs, outcome, risks and performance
9. Commission and direct multi-disciplinary consultancy teams and professionally appraise consultancy outputs.
10. Manage development strategies, including managing the procurement process and negotiate agreements with partners drawing on legal and other expertise as required.
11. Responsible for the management of budgets for specific development projects. The post-holder will have primary responsibility for those development projects that fall within this budget.
12. Develop and manage key relationships with landowners, developers, investors, joint-venture partners and other key commercial stakeholders.
13. Responsible for the preparation and presentation of update/approval papers for the OPDC Board and Investment Committee as well as any other appropriate decision making forums.
14. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London’s communities.
 |
| **Key contacts:** |
| **Accountable to:** | Commercial Director  |
| **Accountable for:** | Resources allocated to the job |
| **Technical Requirements** |
| 1. Professional qualification (chartered surveyor or similar) and/or suitable experience.
2. Good understanding of relevant technical matters, property due diligence, the commercial viability of projects, master plan development, phasing and implementation strategies, development and legal agreements for joint venture/partnership agreements.
3. The ability to interpret and interrogate financial appraisals thoroughly and convincingly;
4. Experience of managing developments to deliver regeneration and economic development.
5. Good commercial awareness and understanding of the property sector.
 |
| **Behavioural Competencies** |
| **Building & Managing Relationships**… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.Level 3 indicators of effective performance* Actively engages partners and encourages others to build relationships

that support OPDC objectives* Understands and recognises the contributions that staff at all levels make

to delivering priorities* Proactively manages partner relationships, preventing or resolving any

conflict* Adapts style to work effectively with partners, building consensus, trust

and respect* Delivers objectives by bringing together diverse stakeholders to work

effectively in partnership **Communication & Influencing**… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.Level 4 indicators of effective performance* Articulates self with credibility and conviction, encouraging buy-in to

corporate position* Influences the thinking of other organisations, encouraging them to deliver

in line with the OPDC* Ensures that the organisation communicates inclusively with staff and

external stakeholders* Acts as a credible and convincing spokesperson and negotiator for the OPDC
* Instils a corporate commitment to accessible communication

**Decision making**…is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results. Level 3 indicators of effective performance* Makes sound decisions quickly on behalf of the OPDC when a situation requires intervention
* Takes responsibility for team decisions, providing rationale when those decisions are questioned
* Involves senior stakeholders early in decisions that impact them
* Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action
* Encourages others in the team to make decisions in their own area of expertise, take appropriate risks and learn from experience

**Operational awareness**…is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the OPDC and shaping our approach accordingly. Level 3 indicators of effective performance* Usesunderstanding of differences between the OPDC and its partners to improve working relationships
* Helps others understand the OPDC and the complex environment in which it operates
* Translates changing political agendas into tangible actions
* Considers the diverse needs of Londoners in formulating OPDC objectives
* Helps others understand how the media and external perceptions of the OPDC influence work

**Problem Solving**… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.Level 4 indicators of effective performance* Seeks multiple perspectives to understand the breadth and depth of

complex issues* Produces strategies to solve organisation-wide problems, considering the

practical and political concerns associated with the implementation ofsolutions* Enables the OPDC to continuously improve and innovate in the long term
* Problem solves jointly with others to stimulate innovation
* Turns ambiguous or difficult situations into opportunities

**Planning & Organising**… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.Level 4 indicators of effective performance* Takes accountability for monitoring delivery of the OPDC’S commitments
* Uses quality assurance processes across the organisation as a feedback

mechanism to improve performance* Takes responsibility for ensuring tools and techniques are available for the

effective management of programmes* Realigns OPDC objectives to respond to changing external & internal agendas
* Uses feedback from all sectors as a performance measure for OPDC work

**Strategic thinking**…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action. Level 3 indicators of effective performanceTranslates OPDC vision and strategy into practical and tangible plans for own team or delivery partners* Consistently takes account of the wider implications of team’s actions for the OPDC
* Encourages self and others to think about organisation’s long term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform team’s work
 |