Role profile

**Development Manager**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Housing and Regeneration |
| **Reports to** | Head of Housing Delivery and Regeneration |
| **Job family** | Professional and Technical |
| **Grade** | K |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date** | October 2024 |
| **JE Code** | JE1918 |

Key deliverables

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| **1** | To assist the Development team as necessary in the delivery of mixed tenure schemes, Estate Renewal, property refurbishment and conversion projects, including the day-to-day management of the Council’s Social Housing Decarbonisation Fund (SHDF) energy improvement project. |
| **2** | Lead on multiple council housing development projects, liaising effectively with colleagues and stakeholders, to ensure that the housing need proposed by the development is delivered and the scheme meets the expected local solutions it aimed to address. To deliver all allocate developments schemes on time, on budget and to the agreed quality standard. |
| **3** | Carry out financial/risk appraisals of schemes and reports for approval and ensuring that risk assessments are updated for all schemes and that progress reports are made and presented. |
| **4** | Manage an extensive Project team of external consultants to include Contractors, Architects, Civil, M/E and other specialist consultants as required, Employers Agents and Clerk of Works. Direct the liaison and consultation with ward councils, parish councils, portfolio holders, residents, residents’ groups, project groups, the local planning authority and other statutory bodies as required, to discuss, agree and implement proposals. |
| **5** | Ensure that projects are soundly established in terms of governance, legal structures, risk management, evaluation and monitoring systems, and exit strategies prior to project delivery. Ensure that accurate audit files are prepared and maintained for every scheme. |
| **6** | Ensure that all contract expenditure is in line with the projected scheme cash flow and understand and manage any variations. |
| **7** | Manage the development process of a pipeline of sites from obtaining planning approvals to the delivery of completed schemes. Maintain a consolidated programme of scheme delivery targets and report monthly on progress and any variations. |
| **8** | Assist with the completion of Grant Funding Applications in relation to new developments. |
| **9** | Accountable for the management of a capital budget of c.25m pa, responsible for requesting the budget through the appropriate funding boards, establishing delivery plans, reporting on progress and management of payments to contractors and consultants. |
| **10** | Identify learning outcomes from completed projects and ensure that lessons learned are fed back into the council’s policies and procedures to assist a process of continual improvement |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Educated to degree level or equivalent in a relevant field such as Housing or Property. Membership of the Royal Institute of Chartered Surveyors, Chartered Institute of Housing or equivalent. |
| **2** | Working knowledge of Property and Housing law. |
| **3** | Extensive experience in the delivery of new build housing schemes and managing housing refurbishment programmes. |
| **4** | Experience of managing, monitoring and reporting on significant capital and revenue budgets |
| **5** | Experience of engaging a wide range of stakeholders, using a range of communication styles, approaches and tools. Ability to influence, persuade and negotiate to achieve positive outcomes. |
| **6** | Experience of appointing and managing multi-disciplinary teams (eg architects, cost consultants and contractors) |
| **7** | Knowledge and experience of using a financial development appraisal system |
| **8** | Ability to manage a high workload and conflicting priorities. Ability to interpret complex, and sometimes conflicting data, in order to develop suitable responses for the delivery of a comprehensive and inclusive service. |

Job family

**Professional and Technical (Grade K)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level job holders report to a Head of Service or Director and are responsible for the development and implementation of strategy relating to two or more functions within that service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their sphere of influence within the appropriate functional areas.

**The knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also by a deeper understanding of the city council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with highly complex, pressing issues on a day to day basis, but will also look well ahead and take a long-term, strategic view of their project and service delivery objectives over several years ahead, helping to shape their service’s composition, approach and operating procedures in accordance with wider goals mandated by the Service directorate.

The information exchanged at this level will be routinely complex, contentious in nature and/or highly significant to the city council’s reputation. Job holders will have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on and reasoned argument. This will occur in written interactions and can also be in face to face verbal exchanges where job holders will advocate the city council’s position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will report to a Head of Service or Director and will devise and implement strategic plans in relation to several functional areas.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

Roles will focus on the needs of whole classes of people whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions and the development of functional/directorate level policy and operating procedures.

In addition, such roles are likely to have very high levels of responsibility for such elements as finance (very substantial budget management), information assets (city council-wide systems) or premises (of extremely high value and critical operational importance).

Roles will have full line management responsibility over an entire functional area with differing specialties and employee profiles.

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders may at this level find themselves very occasionally exposed to some disagreeable, unpleasant or hazardous working conditions.