

## Job Description

<b>Job title:</b>	<b>Development Manager</b>
<b>Grade:</b>	<b>9</b>
<b>Directorate:</b>	<b>Housing and Land</b>
<b>Unit:</b>	<b>Programme and Partnerships</b>

## Job purpose

Reporting to the Senior Project Officer for the DLR Extension, the Development Manager assists with the management of strategic development projects and provides specialist technical support and advice to other parts of the Housing and Land Directorate.

## Principal accountabilities

1. Ensure that all land, development and other relevant initiatives and projects are effectively managed and that all records are accurately maintained and updated.
2. Contribute to the professional support of the Housing and Land directorate by ensuring that technical advice on all relevant property and development matters is available as necessary, including procurement, planning and design.
3. Assist with the identification of project proposals that meet with Mayoral objectives for new homes, economic development and regeneration and liaise with other relevant bodies to help bring these forward.
4. Assist with the appraisal of project proposals and prepare reports for approval – Prepare regular project monitoring reports and update GLA OPS to include outputs, budgets, risks etc, including 'dashboards', DMT papers, Directors Decisions and Mayoral Decisions as required.
5. Working with the Senior Development Manager, assist with negotiations for the acquisition and/or disposal of GLA assets.
6. Work with prospective development partners to bring forward sites for regeneration, new workspace and new homes.
7. 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.

8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this post, and participating in multi disciplinary cross department and cross organisational groups and project teams.

**Accountable to:** Senior Development Manager

**Accountable for:** Staff and resources allocated to the post

**Principal contacts:** Boroughs, delivery partners, consultants and contractors

### **Person specification**

#### **Technical requirements/experience/qualifications**

1. Experience of development projects including appraisals, planning and project finance
2. An understanding of London housing and regeneration issues
3. An understanding of place making principles
4. Experience of contract management in the property sector
5. Good communications skills - oral and written
6. Negotiating ability within complex and political environments

### **Behavioural competencies**

#### **Building and Managing Relationships**

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals

#### Level 2 indicators of effective performance

- Develops new professional relationships
- Understands the needs of others, the constraints they face and the levers to their engagement
- Understands differences, anticipates areas of conflict and takes action
- Fosters an environment where others feel respected
- Identifies opportunities for joint working to minimise duplication and deliver shared goals

#### **Communicating and influencing**

...is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us.

#### Level 2 indicators of effective performance

- Communicates openly and inclusively with internal and external stakeholders

- Clearly articulates the key points of an argument, both in verbal and written communication
- Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
- Challenges the views of others in an open and constructive way
- Presents a credible and positive image both internally and externally

### **Decision Making**

...is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

#### Level 2 indicators of effective performance

- Takes decisions as necessary on the basis of the information available
- Makes decisions without unnecessarily referring to others
- Involves and consults internal and external stakeholders early in decisions that impact them
- Analyses organisational risks associated with decisions, including those with long term impacts, before committing to action.
- Demonstrates awareness of the GLA's decision making processes and how to use them

### **Organisational Awareness**

...is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

#### Level 2 indicators of effective performance

- Challenges unethical behaviour
- Uses understanding of the GLA's complex partnership arrangements to deliver effectively
- Recognises how political changes and sensitivities impact on own and team's work
- Translates changing political agendas into tangible actions
- Follows the GLA's position in the media and understands how it impacts on work

### **Problem Solving**

...is analysing and interpreting situations from a variety of view points and finding creative workable and timely solutions.

#### Level 2 indicators of effective performance

- Processes and distils a variety of information to understand a problem fully
- Proposes options for solutions to presented problems
- Builds on the ideas of others to encourage creative problem solving
- Thinks laterally about own work, considering different ways to approach problems

- Seeks the opinions and experiences of others to understand different approaches to problem solving

### **Planning and Organising**

..Is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time to a high standard.

#### Level 2 indicators of effective performance

- Prioritises work in line with key team or project deliverables
- Makes contingency plans to account for changing work priorities, deadlines and milestones
- Identifies and consults with sponsors or stakeholders in planning work
- Pays close attention to detail, ensuring team's work is delivered to a high standard
- Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

### **Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.