

## SOUTHEND ON SEA BOROUGH COUNCIL ROLE PROFILE

### DEPARTMENT FOR PROPERTY AND COMMERCIAL FINANCE AND RESOURCES

#### PART A: JOB DESCRIPTION

Job Title & Team	Development Team Leader
Reports To	Director of Property & Commercial
Responsible For	1 x Regeneration Surveyor 1 x Better Queensway Project Manager 1 x Project Support Further resources on a project-by-project basis
Level	L11
Main Purpose of the Job	As an experienced development manager, to negotiate, lead and co-ordinate the delivery of land and property development projects of a variety of scales and types working across the Council's Property, Regeneration, Growth and Housing functions.
Key Responsibilities	<ul style="list-style-type: none"> <li>• To play a key part in the delivery of Southend 2050 Outcomes through land and property development.</li> <li>• To co-ordinate resources from within and outside the Council, including playing an important role in development partnerships, to deliver projects to budget and programme.</li> <li>• To lead and manage a programme of large and small scale property development projects delivering housing, jobs and wider economic benefits to Southend residents, providing oversight and management of all stages of the development process.</li> <li>• To lead/support as required with one public estate and other funding initiatives to support the development (and acquisition) of Council land and property.</li> <li>• To deliver value for money, procuring contracts in accordance with the Council's procurement rules and diligently managing capital and revenue budgets as required.</li> <li>• To deputise for the Director of Property &amp; Commercial as required.</li> <li>• To secure best consideration for all property disposals.</li> <li>• To lead the delivery relationship with PSP Southend LLP and other delivery vehicles as required.</li> <li>• To identify and pursue commercial opportunities arising from or connected with the Council's property holdings.</li> <li>• To work corporately across the wider property team and the Council and seek out opportunities for beneficial collaboration, efficiency and growth.</li> <li>• To plan and report benefits realisation and manage any other funding reporting requirements for the capital programme or external funding.</li> <li>• To manage stakeholders and communications for development projects</li> <li>• To plan, produce and present reports, appraisals and business cases for a</li> </ul>

A = Application form  
R = References

C = Certificates    I = interview  
S = selection test

	<p>range of purposes including for internal boards and political/public meetings as required.</p> <ul style="list-style-type: none"> <li>To plan and manage resources across the development pipeline, ensuring that projects are suitably and efficiently resourced at the relevant times to ensure project outcomes are achieved.</li> </ul>
Responsibility for Resources	<p>The postholder will be responsible for business case writing, planning and securing funding, delivering projects within budget and timescales, managing the budgets associated with projects including budget monitoring and agreeing budget spend.</p> <p>The postholder will be responsible for contract management and ensuring (mainly via contracted arrangements) that sites are safe and secure at all times.</p>
Standard Phrases	<p>All job <b>descriptions</b> should contain the following statements:-</p> <p>You will be required to undertake any other duties as may be required which are appropriate for grades of post, up to and including the grade of this post. This will include covering for other posts.</p> <p>Contribute to the Council's Southend 2050 ambition and outcomes</p> <p>Contribute to the Council's Future Ways of Working transformation programme and adhere to the Council's Values and Behaviours.</p> <p>Contribute to the Council's success by accepting new tasks, helping team members, learning new skills, and striving to improve personal and team results.</p> <p>Be familiar with Equal Opportunities good practice and with the Council's requirements for Diversity and to implement this in all aspects of working.</p> <p>Promote and work in line with the principles of the Data Protection Act and GDPR.</p> <p>This job description does not form part of your contract of employment</p>
Disclosure & Barring Service	N/A

## PART B: PERSON SPECIFICATION

Attributes	Activity	Essential or Desirable	How evidenced
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> <li>• Chartered member of the RICS, CIOB or other similar property related qualification</li> <li>• Member of the RICS, CIOB or other similar property related qualification</li> <li>• Programme Management / Project Management / Construction Management Qualification</li> </ul>	<p>D</p> <p>E</p> <p>D</p>	<p>A</p> <p>A</p> <p>A, I</p>
Knowledge, Experience Skills and Abilities	<ul style="list-style-type: none"> <li>• Experience of working at a strategic level in the property profession in either the public or private sector, preferably within a multi-disciplinary and/or property development team.</li> <li>• Significant experience and understanding of property, structuring land transactions, property development and construction management. (5 years plus desirable)</li> <li>• Experience of managing a range of projects of varying complexity and size from inception to delivery.</li> <li>• Exceptional relationship management skills</li> <li>• A creative, forward-thinking and solution-focused approach and the ability to clearly summarise and articulate complex matters succinctly in order to secure well informed decisions quickly and effectively.</li> <li>• A high degree of political awareness and confidence to work with Councillors and senior officers across all areas of work as required.</li> <li>• Experience of managing, directing and co-ordinating multi-disciplinary teams of consultants and advisors.</li> <li>• Experience of managing project and strategic budgets and multiple streams of activity.</li> <li>• An understanding or experience of general property matters, land, commercial property and property disposal, ideally in a public sector context.</li> <li>• Knowledge of relevant legislation, policies and procedures etc.</li> </ul>	<p>E</p> <p>E</p> <p>(D)</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p>

	<ul style="list-style-type: none"> <li>• Experience of delivering projects in accordance with a recognised project management methodology.</li> <li>• Ability to seek out and understand the needs of customers, partners and stakeholders and to hold and chair meetings skilfully to achieve positive outcomes.</li> <li>• Excellent communication skills at all levels inside and outside the Council.</li> </ul>	E	
Behaviours  <i>(Demonstrates the Council's Values and Behaviour i.e. the how)</i>	<p><b>Driving Positive Change</b> - has a future focused approach that can easily respond to different and changing demands. Possesses a positive attitude so that they may adapt to the pace of change. Embraces new technologies and new ideas.</p> <p><b>Trust and Respect</b> - creates mutual trust and remove barriers to help develop a highly collaborative and respectful team. Values feedback and respectfully listens to other people's opinions.</p> <p><b>Strong Leadership</b> - Leads by example, and through their behaviours and positive professional approach to work. Encourages team motivation and achievements. They actively challenge bad behaviour, respect other people's views, and are open, transparent and supportive.</p> <p><b>Acting with integrity and behaving responsibly</b> - Takes ownership of their work, responsibility for their actions and decisions and accountable for their performance and development. Acting with integrity and behaving responsibly is key to ensure the Council and its employees achieving an excellent reputation with residents, partners and businesses.</p> <p><b>Building relationships to work well together</b> - Works to reach common goals; sharing information, supporting colleagues, welcoming feedback, building good relationships and partnerships to improve productivity and effectiveness. Applies an inclusive approach to staff, customers, residents and the community as a whole to deliver efficient and effective services</p>	E  E  E  E  E	
Additional Information for	Record whether the Post Holder requires any manual dexterity such as keyboarding, or		

example physical skills or working environment	driving.  Whether they are required to need to be mobile and move around the Borough  Any exposure to disagreeable or unpleasant or hazardous working environments		
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**Structure chart must be attached**