



Job Description

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| Job Title: | Head of Development and Delivery |
| Directorate/Team: | Housing, Property and Regeneration |
| Location: | 16 Summer Lane, Birmingham |
| Responsible to: | Director of Commercial and Investment |
| Responsible for: | HP&R Delivery team – c.7 FTE |
| Key working relationships: (internal) | WMCA functional teams including Programme Assurance, Finance, Legal, Approval Boards |
| Key working relationships: (external) | Local authorities and stakeholder forums within the WMCA, partner organisations including Homes England and Frontier Development Capital, private sector investors/developers and property professionals and Registered Providers. |

Purpose of the Post

To provide strategic and day to day leadership of the HP&R Delivery team.

Ensuring alignment with the purposes of the funds and the priorities of our key stakeholders.

Working closely and collaboratively with teams with internal and external stakeholders to ensure the efficient and timely allocation of the funds.

Facing into the private sector developer and housebuilder market to identify projects where the WMCA can accelerate delivery and coordinate resource to address this.

Assisting the delivery team with advice on complex technical development matters and grant structuring considerations.

Working as part of the Senior Leadership team within the Authority and acting as an ambassador for the Authority in the wider market.

Accountabilities

To ensure deployment of grant funding in line with the timescales and parameters of the various devolved funds managed by WMCA. Ensuring the delivery and/or acceleration of new housing and regeneration projects, where scheme viability is challenging and/or investment is not readily available elsewhere.

Driving the team's Business Development activity, facing into the private sector market and ensuring robust appraisal of schemes and active management of the opportunity pipeline through to completion.

Managing resources and spending in line with agreed budgets.

Ensuring that risks are effectively understood, managed and reported, ensuring compliance with all relevant Assurance processes.

Advising the team where there are complex development matters and/or grant structuring considerations to ensure the proposed solution addresses the problem commercially and with minimal risk.

Assisting the Director with developing new ways of approaching market failure and testing potential solutions with the market to facilitate development of Business Cases and applications for central funding.

Responsibilities

Strategic

- Ensuring monies are deployed efficiently in line with the funds aims and that the desired outcomes are achieved eg: numbers of new homes built.
- Raising and enhancing the reputation of WMCA with partners, stakeholders and within the wider market place.
- Ensuring risk is understood and well managed; Leading on the continual improvement of the relevant processes such as the Single Assessment Framework and ensuring compliance with the WMCA Constitution, and sound financial, legal and commercial principles.
- Supporting the corporate aims and objectives of the WMCA business plan.

People

- Leading and managing a specialist team that oversees the delivery of our regional housing and brownfield development/investment programmes.
- Managing individuals' performance, setting clear responsibilities and objectives and undertaking regular reviews to assess and support your team members. Providing coaching, mentoring or other types of support as required.
- Building strong collaborative relationships with strategic partners, delivery partners and key internal and external stakeholders.
- Providing senior level engagement and expert strategic real estate advice to WMCA functions.
- Representing the Directorate and the WMCA necessary.
- Coaching of the team to advise on the best approach to complex situations of a technical development or grant structuring nature with a "hands on" approach in some cases if necessary.

Operational

- Driving the team's activity, in order to source and identify new opportunities that can then be managed from concept all the way to a signed funding agreement and thereafter to delivery.
- Responsible for ensuring timescales and milestones are being met and overseeing the progress of projects through the various approval points.
- Oversight and advice for the development of high quality business cases and some cases acting as Lead for the development of complex business cases for new products to address market failure.
- Ensuring robust due diligence, risk appraisal, design and wider commercial appraisal and assessments and thorough funding agreement negotiations on all schemes.
- Working with the Programme Manager to support the production and communication of high quality reports and briefings of commercially sensitive and complex real estate schemes and projects to key stakeholders eg: the WMCA Executive Board, Housing & Land Delivery Board and Investment Board, Mayor and the WMCA Board.
- Supporting effective Health and Safety management, including adherence to the relevant and current legislation and providing visibility to senior management of any issues of note.

Financial

- Ensuring that the revenue and capital budgets are managed properly.
- Working with Finance colleagues and Programme Manager to ensure spend is accurately recorded, forecast and profiled.
- Working with Finance and Strategy teams to bid for additional funds and resourcing where required.
- Supporting the development of effective financial reporting processes to ensure robust management audit and risk controls are met.
- Aware of the financial risks in a development project and how any grant solution will interface with these to address market failure in a commercial, cost efficient and risk aware manner.
- Capable of understanding the drivers of gap finance in development including financial drivers and understanding the required profit level for a developer or housebuilder to progress with a project.

Other

- Deputising for the Director as required.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

| Candidates/post holders will be expected to demonstrate the following: | Essential / Desirable | | How Evidenced? | | |
|---|-----------------------|----------|----------------|----------|----------|
| | E | D | A | I | T |
| Experience | E | D | A | I | T |
| Significant experience of leading and managing specialist teams | X | | X | | |
| Specific experience working within residential and commercial real estate markets | X | | X | | |
| Extensive detailed experience in origination, appraisal and delivery of complex real estate funding interventions (eg: Loans, Equity or Grants) | X | | X | | |
| Experience working within a Financial Institution, a Government Agency or a similar complex organisation | | X | X | | |
| Skills / Knowledge | E | D | A | I | T |
| An inspirational leader who can adapt their approach and get the best from every team member | X | | | X | |
| A strategic thinker who can interpret Corporate Aims or Vision and translate into practical actions to remove obstacles and deliver required outcomes | X | | | X | |
| Excellent communication, presentation, negotiation and influencing skills | X | | X | X | |
| Strong Business Development skills | X | | X | X | |
| Can act as a Subject Matter Expert with regard to Real Estate interventions | X | | | X | |
| A wide understanding and appreciation of risk and a structured approach to ensure that risk is properly understood and managed effectively | X | | | X | |
| A strong desire to deliver interventions that will positively change people's lives in the region | | X | | X | |
| Knowledge of how government funding streams work | | X | | X | |
| Understanding of development appraisals and the drivers of profit/ loss in a project | X | | | | |
| Basic understanding of discounted market housing e.g. social and affordable | X | | | | |
| Detailed understanding of discounted market housing. | | X | | | |
| Qualification / Education / Training | E | D | A | I | T |
| Degree in a relevant subject or equivalent professional experience in a Financial Institution or similar | X | | X | X | |
| Professional membership of RICS or relevant experience in Real Estate funding sector | | X | X | X | |
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Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

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| Health, Safety & Wellbeing | All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing. |
| Equality & Diversity | Promote and champion equality and diversity in all aspects of the role. |

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| Learning & Development | Participate in and take responsibility of any learning and development required to carry out this role effectively. |
| Performance Management | Actively engage in the performance management process and take responsibility for managing performance outcomes. |
| GDPR | Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role. |
| Adherence to Policies | Be aware of and comply with all organisation policies. |
| Other | There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area. |

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

| Value | Competency | Behaviour |
|----------------------|----------------------------|---|
| Collaborative | Team Focussed | Works as part of team, managing and leading. |
| | Service Driven | Customer, resident, and partner focussed. |
| Driven | Empowered & Accountable | Takes ownership and leads when needed. |
| | Performance Focused | Ambitious and going the extra mile. |
| Inclusive | 'One Organisation' Mindset | Believe in each other's expertise. |
| | Open & Honest | We do what we say we are going to do. |
| Innovative | Forward Thinking | Embrace change and open to new possibilities. |
| | Problem Solving | Go for clear and simple whenever possible. |

Additional Post Requirements

| Essential Car User | | Politically Restricted Post | | Disclosure and Barring Service (DBS) | | | | Vetting | |
|------------------------------|-----------------------------|------------------------------|-----------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-------------------------------|------------------------------|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Basic <input type="checkbox"/> | Standard <input type="checkbox"/> | Enhanced <input type="checkbox"/> | None <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Job Evaluation Details

| Date Evaluation Agreed | Job Family | Level/Grade | JEP Reference |
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