



shaped around you

## Job Description

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|-------------------------|-------------------------------------|
| <b>Job Title:</b>       | <b>Development Business Partner</b> |
| <b>Reporting To:</b>    | Director of Operations              |
| <b>Responsible For:</b> | N/A                                 |
| <b>Based:</b>           | Alpha Hub, Wirral                   |
| <b>Salary:</b>          | £52,000.00                          |
| <b>Hours:</b>           | 35 hours a week                     |

## Purpose

Responsible for leading the delivery of an efficient and effective delivery programme to incorporate the provision of new homes, new business opportunities and other asset management option and opportunities.

Establishing and maintaining strong and productive relationships with key strategic partners that provide new business opportunities and support delivery of our vision including Local Authorities, Homes England, NHS, Landowners and Developers.

## Activities and Responsibilities

The Development Business Partner will assist the Senior Leadership Team and Board to develop and deliver mission, vision and values, ensuring strategic aims and corporate targets are delivered in line with statutory and legal requirements in relation to new developments:

## Development and Development Opportunities

- To lead on identifying & negotiating new land and property opportunities, inspect and appraise schemes & prepare bids in line with development assumptions and design requirements.
- To work with the Senior Leadership Team in the bidding and negotiating of grant funding, progressing schemes through the Homes England's IMS system and liaising with Homes England.
- Procure, appoint and effectively manage consultants, professional services, project managers, and contractors to ensure projects are effectively scoped, developed, managed and delivered.
- Brief consultants and contractors in accordance with the Associations' design standards.

- Secure planning permission and other statutory approvals for new schemes.
- Produce design solutions, specifications, bills of quantities, drawings and all other contract and tender documents required during the acquisition and development of sites and buildings.
- Ensure a comprehensive set of Employers Requirements are in place at all times.
- Develop compliant policies, procedures and processes.
- Acting as lead client, monitor the progress of building works and overseeing consultants, clerks of works and others to ensure that completed projects meet the required standards, timetables and remain within budget, and those requirements under building contracts are met.
- Proactively report to SLT any proposed changes in timetable, cost or development plans, with clear mitigation and action plan.

### Collaborative Working

- Liaise with both housing & asset colleagues to ensure that their requirements are met and that all changes to specification and /or timetables are agreed by all parties & comply with procedures.
- Work closely with finance to ensure effective planning, monitoring and management of budgets, cashflow and expenditure targets within each Association's controls.
- To ensure the efficient handover of development schemes to housing and liaise with sales / marketing consultants in line with policies and procedures, provide regular updates on progress.

### Reporting

- Produce reports & review & obtain SLT and Board approval for development assumptions and scheme proposals.
- To prepare and make presentations and lead on community consultation events and represent Alpha at these events, ensuring that we work in partnership with local authorities, councillors, residents, community groups and relevant organisations and obtain new business opportunities.
- To attend and report back on regular site meetings , keeping internal and external stake holders abreast of progress, delays, handovers, snagging and end of defects periods.

### Knowledge

- To maintain a thorough knowledge of Homes England's policies and procedures, ensure that the development programme is audit compliant and that scheme audit files, including pre-contract and post-contract are readily available in a timely manner.
- Maintain an up-to-date knowledge of procurement and tendering procedures, building contracts, planning policy, the housing market and associated legislation.

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. The post holder is expected to carry out other duties from time to time, which are broadly consistent with those described above and / or in line with legislative changes. It will be reviewed periodically to take into account changes and developments in service delivery. Any changes will be discussed fully with the job holder.

## Our Values

Our recruitment process takes account of our values. We are a kind and thoughtful organisation which aims to help older people live independently for longer. Your application should demonstrate your commitment to these values.

Our organisational values are: -

### Bold & Brave

We create a space for belonging and inspire our residents, colleagues and customers to be the best possible version of themselves, to make bold choices, grow, learn and excel.

### Compassionate

We put the person at the heart of everything we do and celebrate the diversity of our residents, colleagues and customers. We don't just say we care; our actions show we care.

### Honest

We are open and honest; we value and respect each other's opinions and thoughts. We are inclusive in our interactions and encourage others to be the same.

### Positive

We are inclusive in our approach, we are resilient and focused on delivering the best possible outcomes for our residents, colleagues and customers.

## Person specification

Role: Development Business Partner

|                                                                                                                                                                          | Essential | Desirable | Method of Assessment<br>(see list below) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------------|
| <b>Education and Qualifications</b>                                                                                                                                      |           |           |                                          |
| Educated to A level standard or equivalent and / or relevant professional construction qualification, such as CloB or City & Guilds or project management qualification. | X         |           | AF                                       |
| <b>Experience</b>                                                                                                                                                        |           |           |                                          |
| Working within the building sector, with a thorough knowledge of the related regulations and legislation                                                                 | X         |           | AF, I                                    |
| Development process and project management                                                                                                                               | X         |           | AF, I                                    |
| Negotiating with landowners, agents and developers to acquire land and new homes and build contract                                                                      | X         |           | AF, I                                    |
| Negotiating legal contracts in relation to development such as S106, S38 / 278, S104, Nomination agreements etc                                                          | X         |           | AF, I                                    |
| <b>Skills, knowledge and ability</b>                                                                                                                                     |           |           |                                          |
| Self-motivated to complete tasks / projects and to work to high standards and able to use own initiative and work with minimum supervision                               | X         |           | AF, I                                    |
| Able to demonstrate sound commercial and business acumen, whilst upholding the core values of the Association and sound governance principles                            | X         |           | AF, I                                    |
| Ability to meet budgets and deadlines                                                                                                                                    | X         |           | AF, I                                    |

|                                                                                                                                                         |   |   |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-------|
| Experience of using Microsoft Office packages and development appraisal tools such as IMS, Proval or Pamwin to carry out financial viability appraisals | X |   | AF, I |
| Developing and implementing strategies, policies, procedures and processes                                                                              |   | X |       |
| Demonstrate excellent presentation, verbal and written communication skills                                                                             | X |   |       |
| Excellent analytical skills, being able to interpret a range of financial, statistical and other information, make decisions and recommendations        | X |   |       |
| Proven skills and experience of successful project management and achieving deadlines                                                                   | X |   |       |
| Working knowledge of building and health and safety laws and regulations                                                                                | X |   |       |
| Able to demonstrate leadership, people and organisational skills - able to influence appropriately both internally and externally                       | X |   |       |
| Proven ability to work independently and use own initiative in challenging situations                                                                   | X |   | AF, I |
| A commitment to the values of Alpha                                                                                                                     | X |   | AF, T |
| <b>Corporate</b>                                                                                                                                        |   |   |       |
| Must hold a full UK driving License and have access to own car                                                                                          | X |   | AF    |
| Responsible for the health, safety and welfare of yourself and others at work, embedding a safety-first culture                                         | X |   | AF, I |
| Committed to equality and diversity                                                                                                                     | X |   | AF, I |

|                                                                                                                                                                                          |   |  |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-------|
| Comply with General Data Protection Regulations                                                                                                                                          | X |  | AF, I |
| Work with the senior team to provide effective, collaborative and motivational leadership, within a culture that coaches and engages people to make the most of their skills and talents | X |  | AF, I |
| Working for a smaller Housing Association necessarily entails a flexible approach to work. Overlap with other areas does occur and cover for absent colleagues is expected               | X |  | AF, I |

AF = Application form

I = Interview

T = Testing