



Job profile

Job title: Development Manager	Responsible to: Head of Development
Post no:	Salary grade: M (£48,263 - £53,626 per annum)
Responsible for: N/A	Behaviour level: 2 – Managers

Purpose of the job:

The Development Manager plays a pivotal role in driving the successful delivery of South Lakes Housing's (SLH) affordable housing development program. This role ensures the delivery of a high quality, cost effective, and customer focused development programme, that is fully aligned with SLH's Business Strategy, Development Strategy and growth goals.

As a key member of our high-performing Development Team, you will work closely with strategic and delivery partners to oversee development schemes through all stages—from land acquisition to project completion and end-of-defects. Your role will be integral in managing every phase of the development process, ensuring that each project meets our standards for quality, budget, and customer satisfaction.

Key accountabilities:

1.	Actively contribute to the development, implementation, and continuous improvement of SLH's Development Strategy, ensuring alignment with the organisation's goals and effective delivery of new build housing projects.
2.	Proactively develop and maintain strong relationships, networks, and strategic partnerships both internally and externally, driving collaboration to achieve our strategic objectives.
3.	Seek development opportunities including site identification and acquisition through working in partnership with developers, Housing Associations, local authorities, land agents, landowners and others.

4.	Carry out financial appraisals, monitor scheme performance and manage project budgets and projected cash flows, ensuring that all development projects deliver value for money.
5.	Seek and leverage funding from Homes England, local authorities, and other available sources.
6.	Procure services in line with our procurement strategy, ensuring all legal and contractual documentation is in place. Actively manage consultants, contractors, and contracts to guarantee the timely and cost-effective delivery of all projects.
7.	Lead development projects through the construction and defects phases and oversee the management of defects with the support of other team members.
8.	Gather customer input and feedback on design, quality standards, and the aesthetics of new homes. Support the work of our customer services team by leading complaint enquiries and resolution to continuously improve our customer's experience.
9.	To attend and contribute to meetings of the Board, relevant Committees, and wider partnerships (e.g., LA strategic housing forums), as required.
10.	Liaise and collaborate with SLH Teams to keep them updated on the development program, project specifications, and upcoming handovers. Ensure an effective handover process including accurate transfer and recording of key data.
11.	To work and collaborate with the Homes and Customer Experience Team's to identify and realise options for developing, regenerating or disposing of SLH land, property, and assets.
12.	Collate and provide appropriate audit information to demonstrate compliance with funding and planning requirements.
13.	Be a proactive member of the wider SLH team, continually seeking to improve outcomes and develop your own skills and the performance of the team.
14.	Assist Head of Development by leading on key projects involving other team members and overseeing performance and capacity of team.
15.	Ensure strict adherence to health, wellbeing, and safety policies and procedures, taking responsibility for the Association's compliance with statutory site safety requirements and other relevant regulations including CDM regulations. You will actively consider legal, health, and safety implications at every stage of the development process to mitigate risks and uphold a safe working environment.

16.	Champion equality, diversity and inclusion and ensure you and colleagues work in accordance with the legislative and regulatory requirements at all times.
17.	Ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

Person specification

Job title Development Manager		
Criteria	Essential / Desirable	Method of Assessment
Qualifications		
HNC/HND, Degree or equivalent through experience or qualification in role-related subject	E	CV
RICS or similar	D	CV
Evidence of continued professional development	E	CV/I
Knowledge, skills, and abilities		
An understanding and developed working knowledge of computer systems including Excel, Word, and Teams	E	CV
An unwavering commitment to equality, diversity, and inclusion	E	I
A detailed and comprehensive working understanding of the housing development process	E	CV/I
Experience of using the development appraisal software Proval	D	CV/I
Demonstrable experience of delivering successful housing development projects	D	CV/I
Demonstrable project management knowledge and application	D	CV/I
Excellent communication and interpersonal skills	E	I
Excellent negotiating and diplomacy skills	E	I
Ability to communicate with and influence people at all levels	E	CV/I
Financial appraisal, budgetary management, cost control and reporting experience and skills	E	CV/I
Contract procurement and management	E	CV/I
Knowledge and/or experience of performance management systems	D	I
Full driving license	E	CV

Is a role model to other managers and colleagues in expected professional standards, and in alignment with SLHs shared SLICE values and behaviors	E	I/ASS
Experience		
Demonstrable track record of procuring, managing and/or delivering successful housing development projects	E	CV/I
Reporting to and engaging with Boards and/or Committees	D	CV/I
Negotiating with Planners, funders and grant providers such as Homes England and Local Authorities	D	CV/I
Managing consultants and/or contractors	D	I/ST
Managing change	D	CV/I
Finding site and land deals/new opportunities	D	CV/I
Experience, knowledge and understanding of legal, governance and statutory frameworks	D	I
Engaging key stakeholders and customers in communications and negotiations	E	CV/I
<p>Values and behaviours - <i>It's not just about what we do, we believe it's how we do it too...</i></p> <p>By living our behaviours every day, our colleagues, managers, and senior managers are living our shared SLICE values and helping to deliver our vision of Quality Homes, a platform for life:</p> <ul style="list-style-type: none"> • Genuinely care • Take responsibility • Have respect • Be adaptable • Work together • Be curious • Make it happen • Always improving 	D	I
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave

Please note:

No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.

Role profile prepared by: Head of Development

Review date: October 2024

Location: Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD.
South Lakes Housing operates a hybrid working policy.