LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Strategic Lead of Housing Delivery	**Grade:**	SMG3
Reports to (Designation):	Assistant Director of Strategic Housing Delivery & Partnerships	**Grade:**	JNC4
Directorate:	Inclusive Regeneration, Place	**Section:**	Strategic Housing Delivery and Partnerships

Main Purpose of the job:

The postholder will be responsible for leading the Building for Lewisham (BFL) programme, which is made up of a range of Council led housing construction and regeneration projects, from undertaking feasibility through to delivery and to project closure, including being responsible for building design and specification in line with the current and emerging planning policies and building safety regulations. The postholder will also be responsible for the development of a pipeline of new initiatives in line with the agreed delivery strategies and business plans.

Summary of Responsibilities and Personal Duties:

- Overall responsibility for the delivery of a range of Council led housing delivery and regeneration projects: Identifying and securing new opportunities to achieve the councils' strategic growth objectives to lead manage and co-ordinate all elements of the capital delivery programme from initial feasibility and planning through construction, handover, and aftercare.

- Take full responsibility for the successful initiation and completion of a diverse range of housing led capital delivery projects. Maximising housing provision whilst considering the mixes of use that best achieve the Council's overall socioeconomic objectives. Following up on all due diligence and ensuring necessary approvals are obtained, in accordance with standing orders and delegated authorities, prior to progressing.

- Be responsible for meeting regulatory standards across the Building for Lewisham Programme. Overseeing the implementation of, and compliance with, the Building Safety Act ensuring compliance. Working with colleagues within the Housing department and with the PMO to ensure technical specifications and building information are compliant and are accurately recorded, disseminated to all stakeholders and responsible persons as required, and stored in accordance with retention policies.

- Working with the Strategic Lead of Partnerships & Commercial Ventures and the Strategic Lead of Strategy and PMO to develop delivery strategies (ensuring alignment to strategic direction and regulatory requirements) and identify opportunities for the delivery of affordable housing to meet council

housing needs, and development targets, through such means as direct delivery; turnkey & package deals with external contractors or developers; S106, etc.

- To oversee the delivery of all new Council homes (including intermediate homes held directly by the Council or an intermediary whether delivered directly, acquired, or delivered through partnership agreements. Ensuring that they are in alignment with quality and building safety expectations. Establishing requirements, identifying, and monitoring risks, and implementing mitigation strategies. Liaising with colleagues and other departments across the council as appropriate to ensure their sign-off for all projects contracted to come into council ownership.

- On behalf of the division and in concert with the Housing department, and in consultation with other teams across the council, to lead on the preparation of such matters as the council's Employers Requirements, Technical Specifications, quality standards, appraisal assumptions, etc.

- To oversee the assessment of all new affordable housing opportunities in terms of such matters as geography, design, housing mix, practicality for housing management & maintenance, financial viability, alignment with council housing requirements, quality standards, risk, etc. before working up for formal approval.

- Lead the Housing Delivery team's management of supply chains to deliver projects to time, cost and quality targets and standards:

    - To procure and work with teams of external consultants to work up feasibility and planning designs for all new schemes and, with appropriate approvals, progress these to secure satisfactory planning consent to enable their delivery.

    - To oversee all construction contract procurement and negotiations to ensure all projects deliver best possible outcomes for the council and that all risks and related mitigations are identified.

- To oversee post completion project closure from handover through defects and aftercare to business as usual. Ensuring that internal and external sign offs effectively and efficiently obtained, that contractor responsibilities are carried out and that residents of all tenures are minimally disrupted by any snagging or defect issues that occur.

- To oversee, manage and motivate the Housing Delivery team to achieve all programme delivery targets through appropriate delegation and support of staff. Managing direct reports in team through regular supervision and appraisal meetings to set, support and monitor performance targets.

- To work collegiately across the Council to support the overall achievement of the division's service targets and objectives and contribute to the improvement of overall organisational performance in an open and honest manner.

- To support the Assistant Director of Strategic Housing Delivery and Partnerships, in any other duties required within the department including when these might fall outside of normal working hours.

- To delegate for the Assistant Director Strategic Housing Delivery and Partnerships, when requested to do so. To ensure, either directly or through contribution to others, that all aspects of reporting required of the division are done in an accurate, detailed, and timely manner.

Management Roles & Expectations

As a Lewisham Head of Service, you will:

1. Ensure corporate and strategic modelling through demonstrating commitment to council values and translating the vision into strategic intent.

2. Ensure performance and quality improvement through leading and nurturing others to lead and manage innovative approaches to achieving results.

3. Ensure best use of resources through defining priorities and securing appropriate resources to achieve the Council's objectives.

4. Ensure services contribute to the corporate whole through interpreting external needs and trends and creating synergies to achieve corporate goals.

   Internal Contacts: These include Chief Officers, elected members, other Councillors, senior staff in other Directorates, members of the key governance boards and working groups.

   External Contacts: This will include public sector organisations (e.g. GLA), senior central government staff, MP's, members of the public, local interest groups and voluntary sector organizations, strategic partners and stakeholders. It will also include consultants/consultancies, Council's commercial lessees, developers, strategic partners and stakeholders, contractors and suppliers, Professional bodies.

5. To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

6. To carry out duties with due regard to the Council's values and behaviours.

7. All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

8. Undertake other duties, commensurate with the grade, as may reasonably be required.

   Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of directly managed staff: 4

Title:	Grade	No of posts
Senior Development Manager (Technical Design & Construction)	SMG1	1
Senior Development Manager (Generalist)	SMG1	1
Development Manager	PO8	1
Design & Feasibility Manager	PO8	1

Number of indirectly managed staff: 4

Title:	Grade	No of posts
Clerk of Works	PO8	1
Development Officer (Defects & Aftercare)	PO3	1
Senior Design & Feasibility Officer	PO5	1
Design & Feasibility Officer	PO3	1

PERSON SPECIFICATION

Job Title: **Strategic Lead of Housing Delivery** **Grade:** SMG3

Department: **Place**

Note to Candidates
The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge	
• Deep understanding of housing policies, affordable housing finance models, and government funding programme and mechanisms	
• Up-to-date knowledge of the Building Safety Act and building regulations.	S
• A detailed and practical understanding of existing and pending legislation, and financial constraints facing local government and specifically the government policies relating to asset use, housing, planning and regeneration and how they will impact on a local authority managing a major property portfolio and / or regeneration programmes.	
• Advanced technical knowledge of design and construction quality management	S
• Strong technical knowledge of construction methods, contracts, and risk management.	S
• Detailed knowledge and understanding of the planning process and relevant national, regional, and local planning and regeneration policy and legislation. In depth knowledge and understanding of current legislation, issues, and policies at local and national level in relation to housing supply	S
Aptitude	
• Strong financial acumen and experience in budget management	
• Understanding of long-term urban planning and housing needs analysis	
• Strong financial acumen and experience in budget management, pricing strategies, and forecasting.	S

• Ability to analyse complex housing delivery challenges and develop innovative solutions	
• Outstanding communication and stakeholder engagement skills.	
Skills (Skills can only be used as shortlisting criteria if the skill is to be tested)	**To Be Tested – T**
• Excellent strategic planning and project management capabilities.	
• Excellent leadership, negotiation, and communication skills.	S
• Strong negotiation skills	
• Effective decision-making under pressure, balancing cost, quality, and community impact	
Experience	
• Proven experience of leading and delivering large-scale residential development and capital construction projects in a public sector context or in the affordable and market housing sectors.	S
• Proven leadership experience in appointing and managing multidisciplinary teams, contractors, and consultants. Including strong experience of people management, clienting of project consultants; establishing and maintaining trustworthy relationships with supply chain partners and professional advisors that are current and potential future partners	S
• A track record of managing and delivering significant and complex budgets. Including experience delivering good returns through effective value creation processes and effective project management and risk management	S
• Demonstrable track record of lead transformative programmes to deliver tangible outcomes	
• Experience in developing and managing cross-functional teams that deliver programmes of development across multiple sites and working collaboratively with senior executives.	
General Education	
• A degree in construction, surveying, or a related built environment field desirable	
• Relevant industry accreditation or registration such as MRICS or CIOB, or Project Management qualification/accreditation highly desirable	
Equality & Diversity	
• Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
• Understanding of how equality and diversity relates to this post	
Personal Qualities	
• An entrepreneurial spirit that embraces change and is comfortable making decisions in ambiguous environment.	

• A self-driven entrepreneurial spirit that embraces change and opportunity	
Circumstances	
• Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	
Physical Generally, candidates must meet the standard Lewisham requirements for the post.	

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)