



JOB PROFILE

POSITION	Head of Regeneration	REPORTING TO	Managing Director
TEAM	Development	DEPARTMENT	RBWM Prop Co
GRADE	£80,000 + benefits	LAST UPDATED	November 2020

PURPOSE OF ROLE	<p>Delivery of RBWM Property Company Ltd Business Plan and the operational management and oversight of all residential development functions.</p> <p>Through effective and proactive business to business marketing and detailed knowledge of RBWM mission, vision, values, strategic objectives and financial regulations, to deliver the regeneration programme for our shareholder, appraise and secure sufficient development opportunities and of the required standard to meet strategic targets.</p>
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KEY RESPONSIBILITIES

1. As a member of the leadership team, to monitor performance and to contribute to the development of strategy, policy and standards across all RBWM Prop Co functions and services.
2. Provide leadership to colleagues within the development team ensuring that realistic but challenging business growth and investment targets are set and achieved; that the team demonstrates commitment to RBWM Prop Co vision and values; that the team works in accordance with the RBWM Prop Co Business Plan.
3. Management of the Residential Development Team in all respects including absence management, performance appraisal, personal development and disciplinary matters.
4. Specifically to lead on the operational, development & management of all Residential led Joint Venture Partnership's as part of the regeneration programme with an informed view of the external business environment.
5. To take joint responsibility for servicing the RBWM Prop Co Board providing timely and accurate reports on programme delivery and concise recommendations for authority to commit to new projects after effective liaison, collaboration and involvement with relevant colleagues.
6. To deliver the Company's Investment aspirations and new build development programme.

7. To develop and maintain stakeholder relationships, particularly within the local authority and our Joint Venture Partners.
8. To identify, appraise and check all new business residential development opportunities and to provide the Executive Team and Board with business cases summarising strategic and organisational fit, options, costs, exit route, risks and rewards.
9. To take personal responsibility for major and/or complex new business opportunities.
10. To provide a high quality and effective service in-line with the Company's core values and vision.
11. Prepare and present regular reports for the Executive Team and the Board, keeping them appraised of departmental performance and procedures, risks, new legislation and policy reviews.
12. Prepare and take responsibility for all budgets and capital receipts for new schemes, working closely with the finance team, in order to maintain accurate reporting for all management accounts, board reports and internal treasury functions.
13. Maintain positive working relationships with other RBWM Prop Co colleagues to ensure effective delivery of the business and to seek opportunities to add value or achieve economy and/or increased efficiency.
14. Seek continuous improvement in service delivery, through appropriate benchmarking and regular service review.
15. Monitor and proactively manage risk arising from new business activity and maintain departmental and, where necessary and appropriate, specific risk registers.
16. Authorise BACS, cheques and CHAPS payments when required.

No job description can cover every issue which may arise within the post at various times, and the jobholder is expected to carry out other duties from time to time.

EMPLOYMENT OBLIGATIONS

The RBWM Property Company has adopted the policies and procedures of the Royal Borough of Windsor and Maidenhead (RBWM), unless otherwise stated. These will be supplemented by specific RBWM Prop Co policies and procedures as appropriate.

1. General

To work in accordance with the Company's customer care, conservation and environmental policies and to promote RBWM Prop Co and the Local Authority's good name and effective working relationships with outside organisations.

2. Risk and issue management including Health and Safety

To comply and work within the legislative framework including all Health and Safety Policy and Procedures together with, where applicable, and all relevant Health & Safety at Work instructions.

3. Compliance with RBWM Code of Conduct

All employees have an obligation to comply with the Company's Code of Conduct.

4. Information governance compliance

To comply with the Data Protection Act 1998 and the Information Security policies, Freedom of Information Act 2000 and where applicable, the Environmental Information Regulations. To comply the Information Governance policy and where applicable, the Caldicott requirements.

5. Equal Opportunities

Through personal example and action ensure that employees/team/service operates within RBWM's Comprehensive Equality policy. Employees shall not discriminate on the grounds of gender, race or ethnic origin, sexual orientation, marital status, creed, nationality, disability or age and shall seek to eliminate such discrimination by others to promote equal opportunities. Employees will be afforded equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, marital status, parental status, caring responsibilities and hours of work.

6. Any Other Duties

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities within the company, commensurate with the grading of the post, without changing the general character of the post.

PERSON SPECIFICATION

Applications will be scored based on information provided within the application form, measured against criteria set out below.

QUALITY	ESSENTIAL	DESIRABLE	IDENTIFIED
Education & Qualifications	<ul style="list-style-type: none">Educated to degree level or appropriate profession qualification.	<ul style="list-style-type: none">Management qualification.RICS relevant pathway.	From application form

Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Significant experience in Joint Ventures with the public and private sector, specifically working on large regeneration projects. • Significant experience in a senior development role with a track record of success in delivering new business and growth. • Experience working with Board members and committees. • Experience in managing organisational performance framework to achieve corporate business plans. • To be experienced in formulating and implementing strategy and delivering results. • Evidence of business planning, risk management and managing substantial budgets successfully. • Knowledge of legal, regulatory and inspection frameworks governing services provided by the company. • Track record of success and innovation in a senior management position. • Private and Public Sector experience in terms of land, planning, & project management. • Ability to undertake financial appraisal on schemes, demonstrating residual land valuation process, and also long term investment profiles. 	<ul style="list-style-type: none"> • Familiarity with financial models, business assurance and performance management systems • Experience of the planning process for residential development • Understanding of property valuation and the generation and application of value in project development • Leadership of a multi-disciplinary team of professional colleagues 	<p>From application form/at interview</p>
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Job Related skills	<ul style="list-style-type: none"> • Excellent communication, presentation, negotiation and influencing skills. • Show resilience in handling conflict. • Ability to empower and enable others. • Ability to evidence and demonstrate management/leadership skills. • Ability to drive strategies to a successful conclusion. • Actively consults and listens to others. • Represent the company positively and professionally both internally and externally. • Diplomatic, sensitive and confidential. • Adapts positively to change. • Adopts a flexible approach to the requirements of the job. • Ability to demonstrate business acumen and commercial awareness. • Ability to communicate regularly and openly, and persuades and achieves co-operation of others. 		From application form/at interview
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Personal Skills	<ul style="list-style-type: none"> • Proven leadership skills • Effective negotiator. • Commitment to the personal development of self and colleagues • Commitment to RBWM vision and values • Innovative and entrepreneurial • Effective networking and creation and development of networks and partners. • High standards of personal and professional integrity. • Enthusiasm, resilience, resourcefulness and a high degree of personal drive. • Ability to work flexibly to meet the demands of a senior position with the company. • Commitment to equality and diversity in employment and service delivery. 	At interview
Role Specific (Intrinsic to the role)	<ul style="list-style-type: none"> • Driving licence (preferably clean) and access to a vehicle. • Able to undertake national and regional travel as necessary. • Ability to work flexibly and attend meetings out of hours. 	From application form/at interview

COMPETENCIES

These have been devised to describe the attitude and behaviours we would expect from the post holder. These competencies embody the Company's values.

Strategy and Vision

- Applying and maintaining ethical standards.
- Creating S.M.A.R.T objectives.
- Identifying opportunities and risks and acting accordingly.
- Proposing strategies/being more proactive.
- Delivering change and improved efficiency.
- Planning the future of the service in the light of external/internal influences.
- Establishing a framework of key activities through which the strategic plans of the organisation can be achieved.
- Thinking tactically about when to apply strategies.
- Evaluating complex options.

Leading and Developing

- Leading by example.
- Aligning the organisation.
- Developing a culture that encourages team working.
- Delivering best practice.
- Devising a learning & development programme for teams and individuals.
- Finding out what people want to do and encouraging them to do it well.
- Creating the right environment for learning.
- Coaching staff to improve performance
- Eliminating roadblocks to ensure targets and objectives are met.
- Identifying individual/diverse development needs.
- Giving clear direction and guidance, shaping efforts towards a common goal.

Communicating and Influencing	<ul style="list-style-type: none"> • Influencing people and change management processes by role modelling desired new behaviours. • Seizing opportunities to keep own ideas on the agenda by getting colleagues to promote them. • Understanding and using political (with a small 'p') tactics to maximise corporate influence and/or to protect our position. • Using techniques to control situations that maximise the corporate goals. • Producing clear, easily understood, well researched documents in an appropriate format. • Maintaining empathy with people's concerns whilst having a constructive approach to problem solving. • Conveying information regularly in line with our values and objectives. • Encouraging others to use their initiative. • Encouraging people to 'do the right thing'.
Customer Focus	<ul style="list-style-type: none"> • Anticipating our customers' needs and looking for opportunities which will benefit all parties. • Developing services to meet our customers' needs and in line with our corporate plan. • Measuring and using customer satisfaction. • Striving to provide and promote a service that sets RBWM above others.
Flexibility/Adaptability	<ul style="list-style-type: none"> • Planning for and managing change effectively. • Creating the environment where change is seen as a positive and embraced.
Organising Self and Others	<ul style="list-style-type: none"> • Setting achievable and reasonable deadlines and producing an action plan. • Managing multiple tasks effectively. • Allocating work appropriately and empowering teams to complete tasks/work. • Organising time to best advantage.

Team Working	<ul style="list-style-type: none"> • Creating an effective team by design. • Recognising, managing and proactively resolving conflict.
Judgement and Decision Making	<ul style="list-style-type: none"> • Thinking of the big picture and considering long-term business strategy when making decisions. • Assessing the feasibility and effectiveness of Alternatives. • Accepting ultimate responsibility. • Balancing risk and reward. • Identifying underlying causes for a situation occurring and taking action to resolve it. • Involving the right people to make the right decisions. • Seeking out barriers to success and finding ways to overcome them. • Weighing up alternatives and knowing when to take a calculated risk within Company policy. • Taking corporate objectives into account when making decisions - 'the buck stops here'.