

EBBSFLEET DEVELOPMENT CORPORATION

Job Title: Head of Development

Salary: c.£80,000 per annum depending on qualifications / experience

Closing Date for applications: **Monday 28th July, 12pm (midday)**

Interviews will take place in early August in Ebbsfleet.

How To Apply:

To apply please first read the Candidate Pack on the Work for Us page of the EDC website that sets out the requirements for applications - [Work for us - Ebbsfleet Garden City](#)

Your application **must** include:

- A copy of your CV; and
- A cover letter (maximum 3 sides) that explains clearly how you meet the Essential Criteria for the role

Job Description:

Overall Purpose:

The Head of Development will lead on all aspects of delivering a range of development projects from inception to completion. The role will make a significant contribution to delivery of the garden city vision by planning, managing and executing complex regeneration and development projects including the direct delivery of civic buildings and monitoring third party delivery of buildings being delivered utilising EDC funds. Through managing internal and external resources and support, in an efficient and effective manner the Head of Development will ensure that the range of projects are delivered at pace, remain within budget and deliver to the EDC's strategic objectives. The role will also provide advice and professional expertise to the Board to inform decisions on major public sector investments by the Corporation.

Reporting Arrangements:

The post-holder will report to the Director of Development.

Main Accountabilities and Responsibilities

The post holder will be required to:

- To oversee, lead, develop and co-ordinate the delivery of a series of complex regeneration and development projects including a number of civic buildings, and other built assets, to ensure the projects are delivered at pace, deliver against EDC's strategic objectives, remain within budget and have robust project management arrangements in place including:
 - To develop and implement the Project Strategy and Project Plans;

- Prepare, monitor and manage the overall programme of activity for the projects; reporting against key milestone and deliverables.
 - The monitoring and reporting of key performance and financial indicators.
 - Ensure robust systems and processes for effective risk management are in place and maintained, in line with the Corporations Risk Management Policy.
- To oversee, lead and manage the governance and delivery arrangements for the projects, solving problems, ensuring value for money, quality delivery, risk management, the highest standards of health and safety and a comprehensive approach to the management of the overall programme of activity across the projects.
- Oversee the required master planning and associated design work, subsequent planning applications, discharge of conditions and other technical work to ensure the Corporation's objectives for the projects are met.
- Work in collaboration with the Director of Infrastructure and Enabling Works to establish development and construction delivery strategies for the projects (N.B:// Management of the construction phase of directly delivered projects will be the responsibility of the Director of Infrastructure and Enabling Works)
- Work collaboratively with other teams within EDC who play a role in advising with regards to the civic buildings and infrastructure planned, including the Head of Placemaking, to ensure the assets developed are sustainable, flexible, adaptable and aligned to the needs of the community whilst delivering value for money for the Corporation.
- Lead work to determine the long term stewardship and asset management arrangements for the development assets, civic buildings and civic infrastructure planned, including working in collaboration with the Ebbfleet Garden City Trust and liaising with external providers of civic buildings and other relevant built assets.
- Lead the development of future Business Cases and approval through EDC internal processes and MHCLG/HMT approvals as required.
- Develop, implement and oversee all stakeholder management on the projects including managing relationships with external landowners, third parties, local government and wider statutory stakeholders.
- Design and implement effective procurement processes for the selection and appointment of delivery partners, as and when required. Ensure appropriate legal agreements are entered into which protect the commercial interests of the Corporation and facilitate delivery of the Garden City vision.

- Ensure all commercial arrangements are in place to support the timely delivery of the projects, including leading, undertaking and confirming commercial negotiations with partner organisations including Ebbfleet Garden City Trust, Kent County Council and the Integrated Care Board (ICB).
- Work collaboratively with the Head of Development – Ebbfleet Central and Head of Property to ensure that project plans are aligned and cohesive, risks minimised and a coordinated approach for delivery including respective planning applications for each project is in place.
- Procure, recruit and manage appropriate consultant support, to ensure quality outputs, to programme and that represent value for money.
- Presentation of regular reports on aspects of the project to the Infrastructure and Investment Panel, Board, MHCLG and HM Treasury.
- Lead the project team including mentoring and line managing the staff team and also overseeing the work of specialist project managers and other staff supporting the delivery of the projects.
- As a Senior Manager in the Corporation, support the work of the EDC overall, including advising, shaping and contributing to projects and initiatives across the EDC that deliver corporate objectives.
- Deputise for the Director of Development when required along with the other Heads of Development.

Person Specification

The Essential and Desirable criteria for this role are as follows:

Essential Criteria:

- Considerable knowledge and extensive experience in project and/or management of complex regeneration schemes and / or development projects.
- Comprehensive understanding of the full development lifecycle of regeneration, development and building projects.
- Comprehensive understanding of the planning system and experience in undertaking masterplanning exercises and planning applications for development projects.
- Experience in the direct delivery of development projects and / or building projects.

- Experience of complex stakeholder management and building and fostering long term proactive and productive relationships with stakeholders.
- Experience of procuring and managing multi-disciplinary professional teams.
- Experience of managing significant financial budgets and ensuring high quality, robust, project management processes and controls are in place and maintained
- Excellent communication skills with the ability to engage and influence and deliver clear messages to stakeholders both within government and externally
- Ability to present complex information in a clear and coherent manner to a wide range of stakeholders.
- Experience of line management and leading a team of staff to deliver outcomes

Desirable Criteria:

- Experience of delivering Green Book compliant public sector Business Cases
- Experience of working in a public sector environment.

Other Information

This post will be based at the Corporation's offices in the Observatory, Castle Hill. It will involve some occasional travel.

The Corporation currently operates a hybrid working arrangement whereby staff mix working from home and the office. Staff are required to work a minimum of 40% of their time from the EDC office.