

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Head of Housing Development	<b>Grade:</b> MG3-4 linked grade
<b>Section:</b> Growth and Place Directorate	<b>Directorate:</b> Housing Development and Regeneration
<b>Responsible to following manager:</b>  Director of Housing Development and Place Delivery	<b>Responsible for following staff:</b> 4 x Development Project Managers and four Development Officers plus engagement & support staff as necessary.
<b>Post Numbers:</b> RWH7130	<b>Last review date:</b> July 2025

### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

## **Job Purpose**

Responsible for the delivery of the Wandsworth Council Development Programme to deliver homes on Council-owned sites – with an initial target of 1,000 homes for council rent on identified sites.

To work collaboratively with leading Members and Place team colleagues to shape and deliver various sites under the Wandsworth Growth Plan forming part of the emerging Placemaking Programme – identify opportunities to deliver a significant expansion to the programme subject to funding and budgetary approval.

Providing expertise in Housing Development and Place delivery, including elements of other major Place, Renewal and Growth projects.

To develop effective partnerships between the Council, local communities, stakeholders, development partners and contractors to achieve the Council's growth and development objectives.

Ensure programmes of work and team focus is on Wandsworth's wider vision for Place, with community engagement and collaboration driving homes and services of the highest quality.

Responsible for leading bids for grant funding from the Greater London Authority, ensuring funding targets are met, via robust, auditable processes.

Generally, provides a range of advice, analysis, performance, business planning and support on housing development matters.

## **Specific Duties and Responsibilities**

To drive a programme of direct Council-led housing development with lead responsibility for the Council's housing development programme to initially deliver 1,000 homes on Council land at an estimated cost of £450m.

To drive the programme's expansion via capacity studies and programme financial modelling to secure the necessary funding to deliver the Council's growth ambitions. Engages with senior officers within public and private organisations to unlock, accelerate or bring forward development opportunities on both private and public land ownership to the Council's benefit.

Responsibility for the development, oversight and coordination of comprehensive engagement and consultation strategies for all major projects, ensuring opportunities for resident and stakeholder input and maximised value to communities – ensuring buy-in to proposals at all levels.

To manage and be responsible for the overall programme budget via a team of project managers, including robust risk management and accurate annual income and expenditure forecasts.

Corporate Governance and Decision Making: Prepare Cabinet papers, reports for project boards, senior officers and The Leader / Cabinet Members as required to report on the progress of projects and programme; making recommendations as appropriate to ensure that projects are taken forward in an effective and timely manner.

Undertake regular briefings with Ward Members and MPs to ensure proposals are developed in line with the administration's priorities and that members have a clear line of sight on communications and engagement events in their respective wards / constituencies.

Oversees programme and project risk management assessments and recommended mitigation methods. To apply commercial judgement on recommended actions to ensure contractors deliver quality products on time and budget, whilst also delivering social value commitments.

Works collaboratively with the Council's Central Procurement team to appoint a range of technical consultants across functions including architecture, engineering, environmental and other specialisms. To manage performance and service quality standards.

To be responsible for and to ensure effective programme and project management for the housing development programme, including through appropriate governance and robust risk management and amelioration.

Builds confidence with senior officers and elected members and external interests (e.g. GLA) ensuring that they are appropriately briefed and involved in relation to the housing development programme.

Builds relationships with the wider network of leaders in Council and RP housing development across London, to publicise the Council's expertise and track record of delivery, whilst ensuring best practice is reflected in the Wandsworth programme.

Contributes to the effective leadership of the Housing and Regeneration Department and deputises as required for the Director of Housing Development and Place Delivery.

To Collaborate with colleagues in the wider Place Directorate including planning, property and other colleagues to enable strong land supply for the delivery of future Affordable homes across Wandsworth, ensuring the Council has a joined-up approach to the delivery of affordable Homes and wider Place Shaping objectives for the Borough.

To lead the drafting of papers seeking approval to appropriate land for planning purposes required to facilitate developments on individual development sites.

Whilst the post is part of the Richmond and Wandsworth Better Service Partnership, the focus is to support delivery of Wandsworth Council's Homes for Wandsworth delivery programme.

## **Specific Duties and Responsibilities**

### Homes for Wandsworth – 1,000 homes for Council rent

1. Responsible for delivering objectives of the Homes for Wandsworth infill Development programme with its primary objective to deliver 1,000 homes for council rent – overseeing the design and development process from its inception to handover and end of defects liability periods, ensuring the programme is delivered within its agreed funding envelope. This will include but not limited to:
  - i. Working collaboratively with the Council's Procurement team, you will oversee the tender process to select suitable contractor / development partners for jobs of varying scales from the smallest scale infill sites of 3-10 homes, to long-term, multi-phased developments.
  - ii. You will ensure stakeholder engagement remains the highest priority – engaging with Ward and Cabinet Members, MP's and a wide range of community leaders are consulted and engaged with the design and delivery process.
  - iii. You will lead discussions with the GLA to attract and deliver the necessary grant funding to support the Council's objectives – ensuring funding is drawn down in accordance with robust, auditable procedures and that the council's strong reputation for delivery continues.
  - iv. You will be responsible for representing the Council at consultation events and other networking functions – promoting the team and its achievements, including overseeing award submissions in conjunction with the Council's central communications team.
  - v. You will work closely with the Housing Senior Management Team engage with their teams throughout the design and development process, ensuring homes are let in good time post completion, with management and maintenance regimes in place on handover and that residents receive a high-quality service.

## Homes for Wandsworth – Placemaking programme

2. Lead on the development and implementation of a comprehensive and detailed strategy for the delivery of the Placemaking programme, with its objective of delivering a mixed tenure programme across a combination of HRA, General Fund, private and other public sector land, which will include but not be limited to:
  - i. Developing a comprehensive delivery programme to ensure adherence to key delivery milestones.
  - ii. Working with the Council's Valuation and Asset Management Service (VAMS) to agree new opportunities, deliver expected returns on sales under cross-subsidy models, and appropriate third-party interests as may be necessary to deliver programme objectives.
  - iii. Working with the Assistant Director of Housing Services to set up Local Lettings plans – prioritizing homes for households on immediate estates that are most impacted by new developments.
  - iv. Developing a detailed growth strategy to identify and refine new opportunities – working collaboratively with the Council's Finance team and GLA to secure the necessary funding to deliver them.
  - v. Overseeing the timely demolition of all necessary buildings and structures, in accordance with all necessary Health & Safety, Planning and Environmental requirements, to facilitate the construction of all new buildings and public realm.
3. Overseeing the construction of all new buildings (both residential and non-residential) and public realm in accordance with all relevant Health & Safety, Building Control, Planning and Environmental requirements.
4. Working collaboratively with the Council's central Procurement team and other legal and technical consultants, oversee the end-to-end housing development process from production of briefs, updating specifications and contract documents, managing contractors, consultants and specialist support, ensuring programmes are delivered within agreed timescales and funding parameters.
5. Programme Governance: responsible for ensuring robust governance arrangements are in place to oversee all projects, including appropriate and timely reporting, risk management and decision making within the programme. Prepare Cabinet papers, reports for project boards, senior officers and The Leader/Cabinet Members as required to report on the progress of project and wider renewal plans; making recommendations as appropriate to ensure projects are taken forward in an effective and timely manner.

6. Communications: Direct responsibility for programme communications with estate residents and the immediate stakeholder community to ensure effective and timely sharing of proposals and delivery plans and drive comprehensive engagement. Matrix responsibility for corporate communication and promotion of the programme across wider channels, highlighting its contribution to the council's decade of renewal.
7. Undertake regular briefings with The Leader, Cabinet Members, Ward Members and MPs to plans are developed in line with the administration's priorities and that members have a clear line of sight on housing development activities.
8. Line Management: Overall Management responsibility for a dedicated team of Project Managers and Development Officers, including the matrix management of a Specialist Housing Occupational Therapist and Engagement officers.
9. Where appropriate, liaises with the Council's homeownership and VAMs teams to ensure homes developed for sale are correctly specified for the given market / end-user, and meet the Council's affordability criteria in homes for shared ownership sale.
10. Responds to Public, Councillor and MP enquiries, complaints and Freedom of Information Act requests concerning the Homes for Wandsworth development programme.
11. Reports to Director of Housing Development and Place Delivery, deputises for that post in the postholder's absence as directed by the Strategic Director of Place.

### **Additional Duties and Responsibilities to drive a Place-Based approach to delivery**

- Lead a joined-up approach to service delivery by actively encouraging on going collaboration between a range of council teams.
- Continuously promote a community-focused approach to all aspects of the development and delivery of Homes for Wandsworth plans, ensuring that all perspectives are heard and included.
- Identify and implement opportunities for co-design across all residents and key stakeholders.
- Actively lead a solutions-focused approach to all aspects of Homes for Wandsworth programmes and associated renewal plans, with particular emphasis on promoting innovation, creativity and collaboration.
- Promote and champion successful examples of collaborative delivery across the council to drive continuous improvement.

## **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## **Additional Information - Career Grading**

While progression requirements are outlined below, task allocation may be flexible to meet service needs and allow officers to demonstrate skills and gain experience - enabling movement within and between scales by showing capability at higher levels.

Progression from MG3-MG4 will be assessed based on the skills and experience the postholder initially has and subsequently acquires, to enable them to undertake the duties/responsibilities, as well as any line management responsibilities associated with the post.

## **Criteria for demonstrating promotion to MG4**

### **1. Professional Development**

- **Training and Certifications:** Completion of relevant training programs and obtaining certifications that enhance the candidate's skills in areas such as data protection, health and safety, and project management.



- Continuous Learning: Demonstrating a commitment to continuous learning by attending workshops, seminars, and conferences related to the role.

## 2. Skills and Experience

- Technical Proficiency: Developing and demonstrating technical skills required for the role, such as understanding infrastructural requirements, procurement, feasibility, and planning matters.
- Project Management: Successfully managing projects with minimal supervision, including those with more than 100 units and complex sites. Taking responsibility for elements of overall program management as directed by the DHDPD.
- Specialist Expertise: Gaining expertise in a specialist area such as property matters, construction, cost planning, or any other relevant domain.

## 3. Leadership and Management

- Staff Management: Demonstrating the ability to manage staff effectively through a management team, including agency staff and internal/external consultancies.
- Team Representation: Representing the Development Team at external events and maintaining positive communications and working relationships with cabinet and ward members.

## 4. Communication and Reporting

- Report Writing: Writing comprehensive reports and making informed recommendations for development or sale schemes, with final review and sign-off from the DHDPD.
- Committee Reports: Leading the drafting of Committee reports and maintaining effective communication with lead members.

## 5. Compliance and Ethical Conduct

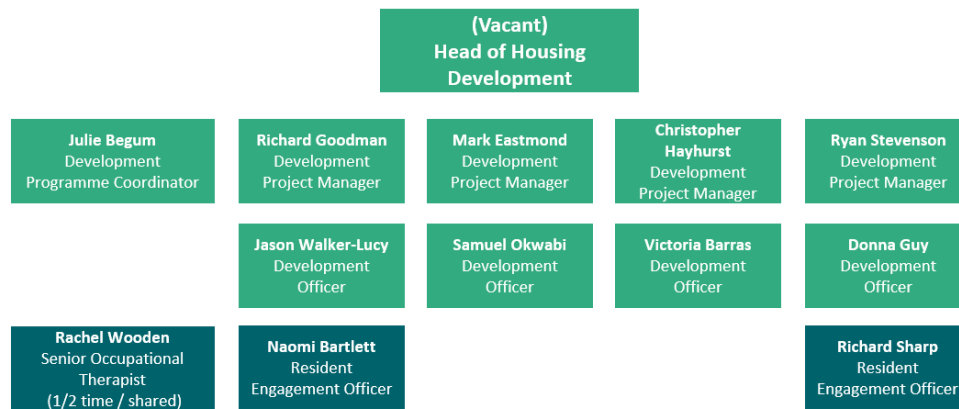
- Adherence to Policies: Adhering to security controls, data protection policies, and health and safety requirements as mandated by Richmond and Wandsworth procedures.
- Equality and Inclusion: Promoting equality, diversity, and inclusion by creating a supportive and welcoming environment where all individuals are treated with dignity and respect.
- Safeguarding Responsibilities: Understanding the Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the roles within the Councils.

## 6. Emergency and Priority Situations

- Responsive Action: Demonstrating the ability to support emergency and priority situations effectively, with adaptability and prompt action.



## Team structure (currently under review)



## Person Specification

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<b>Responsible to following manager:</b>  Director of Housing Development and Place Delivery	<b>Responsible for following staff:</b> 4 x Development Project Managers and four Development Officers plus engagement & support staff as necessary.
<b>Post Numbers:</b> TBC (existing)	<b>Last review date:</b> July 2025

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Extensive knowledge and understanding of the issues and potential solutions applicable to large scale local authority regeneration, development and partnering schemes, including financial regulations, legislation and procurement.	X		AIT

Understanding of the development industry and property issues	X		AIT
Knowledge of the operation of Local Authority housing management, planning and property functions	X		AI
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Proven experience of successfully managing large capital budgets and flexibly deploying groups of staff to different areas of work as appropriate.	X		AI
Significant experience of successfully managing own workload and that of others in an environment where change is frequent, rapid and fundamental. This will include a proven track record in delivering high quality and effective programme management of a complex programme.	X		AI
Direct experience of the successful delivery and implementation of local authority estate renewal schemes and other complex property projects.	X		AI
Experience of working with senior officers and politicians and of delivery whilst working to corporate priorities across a large organisation.	X		AI
Experience of the implementation of estate decant and vacant possession strategies in order to enable development.		X	AI
Experience of successfully delivering effective and tailored engagement with residents, businesses, community groups and a broad range of stakeholders		X	AI
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Excellent oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts.	X		AI

Ability to analyse complex information and make sounds judgements and decisions	X		AI
Ability to write complex reports and negotiate with senior officers, external stakeholders and politicians	X		AI
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Property, planning or development industry-related degree level qualification or equivalent by experience		X	AC

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**