**Role Profile**

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| **Job title:** | Property Development Manager | **Level:** | | 3.2 |
| **Function:** | Advisory Services | **Type of role:** | | Permanent |
| **Reporting to:** | Property Development Partner | **Location:** | | Flexible |
| **About the Role:** | | | | |
| You will help support the Head of Property Development in the provision of development advice across our substantial and diverse estate across England. The focus of your role will be supporting the work of the Head of Property Development who will report to Director of Asset Development Management. To develop and maintain a process for delivering development opportunities across the company.  Making more effective use of the health estate and supporting strategies to reconfigure healthcare services and improve the quality of care, delivers value, housing targets and ensure that the estate is managed sustainably and contributes to carbon reduction targets.  Your role will help ensure that development work across our company is undertaken on a consistent basis within a clear framework to achieve successful outcomes that support our asset management workstreams. You will also be responsible for raising the profile of development activities throughout the company, improving corporate understanding of this specialist area.  You will develop and maintain a company-wide approach to take development opportunities forward across England. You will set appropriate standards and ensure that a consistent approach to delivering successful development outcomes at a national level is maintained.  As a Development Manager, you will be working in a role that encompasses the responsibilities of managing projects and development opportunities through the development cycle from feasibility stages, planning and design through to, managing the optimum deal structure for the delivery of that project.  You will have the skills and ability to provide strategic advice on development opportunities from sites highlighted in the NHS Sustainability and Transformation Plans (STPs) as a Strategy led opportunity as well as seeing early development opportunities elsewhere within the portfolio as Development led opportunities across England. You will also be managing multi-disciplinary teams, external consultants, negotiating with Local Authorities and consulting external stakeholders.  It is important that you will need to be commercial minded to help filter the opportunities from a planning and development point of view before NHSPS does a significant amount of work on the opportunity.  In addition to a strong technical ability, you will also be able to build and maintain strong relationships with external stakeholders and professionals, particularly within local authorities. You must be able to manage multiple projects whilst working to tight deadlines; have excellent problem solving skills and be a strong decision maker. Integrity, professionalism and discretion are key skills for any candidate. | | | | |
| **Key Responsibilities:** | | | | |
| * supporting the of the Head of Property Development to develop and maintain company policies and procedures on development matters and undertaking your work in accordance with those policies; * supporting the work of the Head of Property Development in developing improved development processes that will improve the efficiency of our own asset management and that of other NHS organisations; * acting as an informed client on development matters that affect our estate; * undertaking high level financial analysis/appraisal of new development projects; * providing commercial recommendations to help shape direction of development schemes; * exploiting every opportunity to add value to existing and new developments; * demonstrating a good understanding of the ‘due diligence’ and legal process, e.g. carrying out site investigations, preparing briefing documents and site information packs; * preparing business cases for development projects; * preparing scope and tender documentation for the procurement process; * appointing professional project teams as appropriate to deliver specific development projects and recommending procurement routes for these appointments; * Working with Town Planning colleagues managing development projects through the Town Planning system and engaging the necessary specialist external consultants to support the Town Planning process; * overseeing all commercial issues affecting cost and programme; * working closely with our internal customers across the NHS organisation; * To develop key partnerships with organisations such as NHS England, Department of Health and relevant professional bodies; and * To line manage direct reports; with professional accountability. | | | | |
| **Experience, Knowledge, Capabilities and Qualifications** | | | | |
| **Experience** | | | **Capabilities (skills/behaviours)** | |
| Must have worked as a development manager within either a surveying consultancy or a property developer for 5+ years (including at least 3 years post qualification).  Must have substantial experience Town Planning and development after achieving MRICS and of applying that experience to strategic asset management.  Must have substantial experience of working and negotiating with and influencing a variety of key stakeholders on development opportunities.  Must have experience of managing a high, variable and varied workload and of providing development advice to a variety of individuals, teams and organisations in a commercial context.  Procurement and management of consultant teams. | | | Ability to identify optimum development strategies and evaluate on a commercial basis with a framework of constraints, both site specific and organisational.  Political awareness on all levels.  Ability to negotiate successful outcomes with a variety of stakeholders.  Good organisation skills and ability to manage workload with frequent deadlines and sometimes similar deadlines.  Excellent interpersonal skills and  associated ability to:   * communicate and negotiate with individuals and organisations; * lead project teams to secure successful outcomes; * influence emerging policies.   Excellent ability to analyse data and gather evidence to support a case, including estates and other evidence/data (e.g. demographics), from a planning and development perspective.  Excellent report writing skills to draft succinct, evidence based reports for broad and specific audiences.  Ability to make decisions on the basis of varied and often complex evidence, including complex data, where the outcomes of those decisions could have a variety of impacts, including on strategic asset management, the ability to secure optimum value on development projects and the ability to secure investment in new facilities.  Strong negotiation skills and an ability to persuade and motivate stakeholders.  Implementation of optimum development options. | |
| **Knowledge** | | | **Qualifications** | |
| Expert knowledge of town and country planning practice, development, procurement, project management, policy and legislation in England.  Expert knowledge of undertaking high level financial analysis/appraisal and their application in strategic asset management.  Knowledge of estate strategies  and strategic asset management across a broad portfolio of properties.  Knowledge of NHS organisations  and their operation and of other public sector organisations. | | | * A degree or similar in development management or expert knowledge and experience in this area and chartered member of the Royal Institution of Chartered Surveyors (MRICS) or equivalent professional experience. | |
| **Other information** (travel, hours) | | | | |
| Flexible and able to travel to remote locations that are not accessible by public transport.  Willingness to travel to sites across England and to occasionally work from different base within England.  Must maintain CPD and other requirements to ensure ongoing membership of RICS. | | | | |