



Job Description & Person Specification

Post:	Development Manager
Responsible to:	Head of Developments
Responsible for:	N/A

Overall job purpose

Assist in the delivery of BEC's property & development Strategy by taking ownership and managing significant property development schemes providing both project and development management from inception to hand over.

The chosen individual will be part of and complement a strong, entrepreneurially driven business culture, with commercial focus, innovation and inspired leadership. The posts motivation will focus upon commercial delivery and company profitability through the effective management of BEC's Property & Development initiatives.

Behaviours

As a company, we set high standards of performance and ethical behaviours. The following corporate behaviours underpin the working environment at BEC and assist us in delivering our vision:

- Working with integrity
- Being commercially astute
- Partnering people and change
- Driven to make a difference
- Accountable for actions
- Courageous leadership
- Environmentally responsible

Key Objectives

Leadership of Property & Development

- Supporting the Head of Development and project team, use existing skills to deliver the role and take ownership of individual projects and work streams.
- Provide a Senior Construction Project Management role for allocated projects and facilitate related sub-groups and maintenance of strong working relationships with key stakeholders to ensure programme activity remains to plan, is delivered on time and within agreed available resources.
- Deliver detailed cost planning and procurement exercises. Leading the tender process for projects, including tender specification, tender evaluation, and final recommendation.
- Undertake pre-acquisition surveys and technical due diligence.
- Act as client project manager for capital projects across BEC activities. Delivering high quality solutions on time, to the right scope, and on budget, with minimum levels of disruption where required.
- Successful day-to-day initiation, planning, design, execution, monitoring, controlling and closure of projects, directing a multi-disciplinary team through the project to ensure deadlines are met ensuring that detailed programmes are drawn up for each stage.
- Ensure that all stakeholders are kept up to date with works progress, identify any aspects of the project which have significant potential to cause disputes or additional costs to be incurred and resolve as appropriate. Communicate appropriately with BEC's internal and external teams to optimise development of project solutions and ensure that concept and delivery is balanced with operational need.
- Deliver the required professional services on behalf of clients in accordance with BEC ethics and values. Identify and seek opportunities in accordance with the organisational strategic objectives.

- Assist in promoting BEC's land and property/asset management objectives in strong meaningful partnerships with local business, community and other interests including funding agencies.
- Ensure appropriate risk management and value for money considerations are in place in order to deliver agreed project outcomes and realisation of intended benefits.
- Assist in the development of property project processes which make us one of the most effective procurement and contractual arrangements for schemes, appropriately managing risk and reward whilst complying with procurement regulations.
- Actively assist in the development of partnership working with BEC's, Local Government, Local Authority, investors and other key stakeholders within the public, private and community sector.
- Assist in the identification of commercial opportunities and new business 'bid' opportunities on behalf of BEC.

Corporate

- Represent the organisation at meetings, engagements, workshops, task groups and other events as required, and to contribute fully to the agenda and to the development of practices/procedures which affect the service area for which the post holder is responsible.
- Support the development of programmes and projects in accordance with BEC's strategic plan to ensure successful delivery and outcomes.
- Help identify and deliver strategic partnerships, which will either contribute to the wider aspirations of the company and/or trading opportunities. These are likely to include joint working and shared service delivery with public sector organisations.
- Be a role model for living BEC's behaviours.
- Put forward ideas and strategies that contribute to the company's growth and bring a more commercial focus to the activities it undertakes, in particular in the areas of property.
- Operating within BEC guidelines, ensure that any delegated budgets are managed and controlled.
- Develop the personal skills which will contribute to effective team-working within BEC and promote quality and excellence in dealing with client companies and partners.
- Be a fully integrated member of the BEC team developing strategies and objectives in support of BEC's aims for company growth and development; contributing to delivery and achievement of company key performance indicators and an enhanced team performance.

Health and Safety

The post holder is required to carry out the duties in accordance with the Company's Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities and diversity at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all staff.

Quality

To support BEC in striving to create a client service culture with total commitment to quality.

People Management

To support the staff for whom the post holder is responsible, in the pursuit of their training and development needs, enabling them to fully meet the business objectives of BEC and their own career potential.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

Person Specification

Skills & Abilities	
Essential	Desirable
<ul style="list-style-type: none"> Detailed understanding of property, property development and the construction management and development process. Sound commercial knowledge and proven track record in delivering infrastructure and asset projects. Proven track record in delivering infrastructure and asset projects and demonstrable experience of delivery of projects from preconstruction through to delivery. Highly motivated professional with hands-on approach Excellent communicator at all levels, persuasive and credible. Adaptable, flexible, able to thrive on challenges whilst handling a multitude of tasks and responsibilities. An ability to formulate decisions and act upon them in a high pressure environment. Strong organisational abilities including prioritisation, planning, people management and motivation. Practical understanding of financial planning, financial controls and resource management. Strong commercial and entrepreneurial skills. 	<ul style="list-style-type: none"> Change Management experience. Experience with cost reports, forecasts, and contract budget reports. Maintenance of project records. Understanding of regeneration and economic development. Understands the pressures of working for an entrepreneurial company. Relishes the challenge of business expansion and commercial opportunity.
Knowledge, Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Urban Planner, Quantity surveyor, Building surveyor or commercially aware project manager. Knowledge of property frameworks and a general working knowledge of the construction industry; Legal and practical experience in dealing with planning, building regulations and conveyancing; Knowledge of property development, regeneration and business sectors; understanding of a high standard of delivery for clients is essential IT literate. 	<ul style="list-style-type: none"> Degree level or equivalent in a property, construction or regeneration related field; Membership of an appropriate trade and/or professional association (e.g. RICS, RTPI, CIOB or APM). Health and safety qualification / understanding of legislation (NEBOSH, IOSH);
Experience	

Essential		Desirable	
<ul style="list-style-type: none"> • Proven track record of successfully managing property related projects, • Experience in a wide range of commercial, legal, planning, construction and asset management issues. • Proven track record of successfully overseeing the setup and administration of multi-million pound construction contracts including working closely with all parties in order to reduce cost, mitigate risk and deliver performance. 		<ul style="list-style-type: none"> • Experience of managing grant funding programmes and projects. • Experience of delivering professional services / consultancy in a commercial manner. • Experience in identifying commercial property opportunities. 	
Personal Attributes			
Essential		Desirable	
<ul style="list-style-type: none"> • Shares our behaviours; • Self-motivation with drive, energy and initiative; • Professional, consistent, well mannered, confident and inquisitive. • personality; • Passion for excellence; • Performance and results driven; • Disciplined and methodical; • Self-manager who will 'own' their area of responsibility; • Innovative – generates ideas and leads for business improvement; • Discreet with ability to maintain confidentiality; • Tactful, diplomatic and assertive when dealing with challenging situations; • Professional, A dedicated team player, with an aptitude to form positive working relationships with colleagues, occupiers, project stakeholders, investors and professional bodies, based on an open and professional approach. 		<ul style="list-style-type: none"> • Broad perspective, having working for, or with, different types of commercial organisations (agents, developers, property companies and funds) across a wide range of uses. • Ambition for personal growth and development. 	
Any Other Requirements			
Essential		Desirable	
<ul style="list-style-type: none"> • Ability to represent the business throughout Cumbria, the UK and internationally as and when required; • Ability to cope with the challenges associated with the role; • Flexibility to work at any BEC office in Cumbria. 		<ul style="list-style-type: none"> • Lives within a reasonable commuting distance of West Cumbria; • Knowledge of Cumbria and its challenges and opportunities; • Clean and full driving license. 	