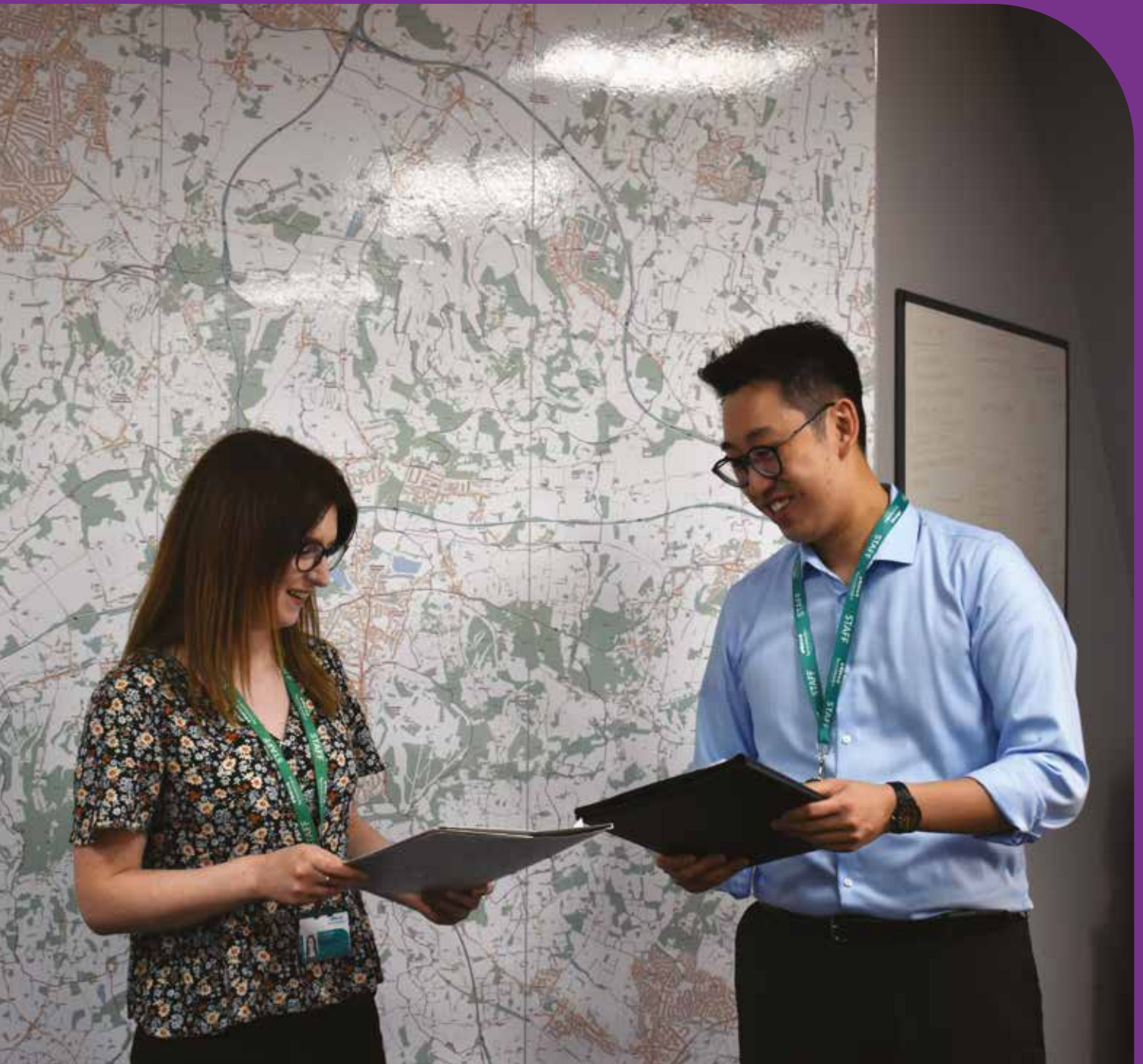


# Regeneration/Development Project Manager Candidate Pack



### Regeneration/Development Project Manager

**Salary £46,285 - £49,314**

#### Can you make a difference for our residents?

Here at Sevenoaks, we are always looking to develop our district. As Regeneration Development Manager, you'll have the opportunity to make your mark by managing an array of complex mixed-use projects and regeneration schemes using different delivery structures such as direct development, partnerships and JVs.

You'll be designing and managing project programmes, leading multi-disciplinary consulting teams, preparing feasibility studies and leading on concept design development for new schemes.

In addition to this you will undertake development appraisals and financial modelling of schemes and you will assist with the preparation of planning applications and lead on public consultation exercises. You will also provide expert advice on the sourcing and procurement of outline schemes together with implications for programmes and timetables of choices.

If you have proven experience in property development and managing projects then you know what it takes – excellent negotiation and communication skills with a sound understanding of the property market and current property issues.

So if you share our passion for making a difference to the community, are entrepreneurial and have a flair for design then we would love to hear from you!

#### Interested in the role and want to know more?

For an informal discussion about the role, please contact Detlev Munster, Strategic Head of Property & Commercial on 01732 227099 or at [detlev.munster@sevenoaks.gov.uk](mailto:detlev.munster@sevenoaks.gov.uk)

#### Need advice on how to ensure you have the best chance of being shortlisted?

Read the Job Description and Personal Specification in the Candidate Pack and ensure that your supporting statement explains how you meet the essential requirements as your application will be judged against these criteria.



Closing date for applications: Sunday 31 July 2022

Interview dates: Wednesday 3 August to  
Friday 5 August 2022

## About the role

3



INVESTORS  
IN PEOPLE

Platinum  
Until 2022

  
**Sevenoaks**  
DISTRICT COUNCIL



## About the Council

Sevenoaks District Council is a unique place to work. It's a place where positive and passionate people deliver some of the very best services in local government. We are honoured to be recognised as one of the most efficient, well managed councils in the country, an achievement we work hard to maintain.

There are very few councils that still collect all the rubbish and recycling every week using their own team of people. We are exceptionally proud that the people who work here care deeply about what they do, that they are creative, embrace risk and work hard to deliver exceptional services to our customers and to improve the Sevenoaks District. It's our team of people that makes Sevenoaks District Council unique.

We've worked hard to develop a no 'blame culture' among the people that work here. It's a place where staff take responsibility for the work they do and are empowered to take the decisions that help them to do their job effectively. We encourage new ideas and innovation and provide people with the support and training they need to become the very best at what they do.

Our mantra of 'the customer is anyone who isn't me' helps to grow strong and positive working relationships across our council services, and ensures our residents, businesses and partners receive the very highest quality of service each time they contact us.

Recruiting the right people to our team is incredibly important to us and instrumental to our success. We value personal qualities as much as we do the skills and knowledge to do the job. We want people who can embrace our culture, that have ambition and determination and have the ability to shape our future.

### Our vision

We're committed to delivering excellent services. This means we are ambitious for our staff, our customers and our Council. Together we work to shape the District for future generations to make it a great place to live, work and enjoy.

### Our mission

To work smarter with an empowering culture, a focus on wellbeing and a dynamic and innovative approach.

The Sevenoaks District provides a great range of housing options whether you are looking to rent or buy.

Many of our staff live outside of the District. With excellent links by road and rail it makes Sevenoaks District Council an employer that is accessible from most parts of Kent and further afield.

The Council is fortunate to have its own car park which, increasingly rarely, is free to all staff to use. The council also supports car sharing and is a member of the cycle to work scheme.

Much of the District is surrounded by beautiful countryside, but our towns and villages have excellent transport links, good schools and a vibrant local economies.

Amongst the national chain stores are thriving local businesses, there are great places to eat and drink and a wonderful range of attractions for days out with friends and family.

The Sevenoaks District has three leisure centres, a range of local sports clubs and its own theatre. So if you have an interest in sport, film, comedy and stage there is something for you.

## Transport

Sevenoaks mainline train station is a short walk from the Council offices and regular trains take approximately 30 minutes into central London.

The M25, M20 and A21 are all within a short drive of the Council offices.

Gatwick airport is just over a 30 minute drive and Heathrow airport is just over an hour's drive away.

## Sevenoaks town

The Council's offices are based a short stroll away from the heart of Sevenoaks town. Sevenoaks is a busy town centre with a wide variety of shops, restaurants and cafes. There is a regular weekly market, as well as a choice of supermarkets, a theatre and a cinema.

The town also has the advantage of the wonderful Knole Park, including its deer, just a few minutes walk from the door of the offices for those that like to get away from it all during their lunch break.



**S**

Strong sense of pride in our district

**E**

Enthusiastic and committed

**V**

Valuing others, valuing each other

**E**

Empowered to achieve

**N**

No blame culture

**O**

Open to new ideas; dedicated to developing talent

**A**

Ambitious with our community

**K**

Keep learning; keep improving

**S**

Sharing services; working closely with others

## Annual Leave

You will be given a generous annual leave allowance of up to 30 days (plus an additional 5 days depending on having Continuous Local Government Service) as at 1 April. You will be eligible to buy additional leave or have an increased salary by selling annual leave.

## Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a contributory scheme that requires contributions from both employer and employee. The rate Sevenoaks as the employer currently pays is 18.7%. Your contribution rate of up to 8.5% would be based on your salary.

## Health and wellbeing benefits

### Free and confidential employee assistance programme

Confidential and expert advice in many areas, including family, legal, financial and consumer issues.

### Regular onsite health check appointments available

We regularly offer mini health checks with our onsite Occupational Health Advisor, who offer checks on blood pressure, 'Know your numbers', body mass index, weight, risk of diabetes, stress management tips and 'Take a Walk' tips.

We also offer onsite free flu vaccinations and discounted osteopathy treatments.

### Eye care

We offer eye care vouchers on request every two years to staff who use computers for a significant part of their work.

## Financial benefits

### Free staff car parking

Onsite staff car park, free of charge to everyone.

### Cycle to work scheme

You can get a new bike for a significantly reduced cost by saving on tax and National Insurance (and paying for it monthly through your salary).

## Staff Benefits

7



INVESTORS  
IN PEOPLE | Platinum  
Until 2022

**Sevenoaks**  
DISTRICT COUNCIL

## Staff Benefits



### Season ticket loan

We offer season ticket loans up to a maximum of £5,000, repayable over 12 months.

### Car loan

You can apply for a loan up to a maximum of £10,000 to purchase a car, repayable over a maximum of five years at a low rate of interest.

### Professional fees

Staff in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year.

## Recognition, Learning and Development

We believe all our employees have the potential to grow, both in their work role and personally, and endeavour to provide opportunities for this growth. We work within recognised good practice guidelines, including Investors in People, to ensure both the quality and quantity of training and development is relevant and “fit for purpose”.

### The Talent in Me (TiM)

TiM is open to everyone and there are more than 60 courses available to choose from. Courses are ‘bite-sized’. Each one takes one to two hours to complete and are delivered by our own in-house service experts or external providers.

### E Learning

We offer e-learning courses that enable you to train at your desktop, working at your own pace wherever and whenever you want.

### Coaching

We offer a tailored coaching programme with a number of professionally trained internal volunteer coaches, designed specifically to support staff performance and development and our culture, with a focus on specific skills and goals.

### Apprenticeships

Any member of staff can apply to undertake an apprenticeship. There are now over 200 new apprenticeship standards with more in development.





## Family friendly policies

### Maternity leave

All pregnant employees are entitled to up to 52 weeks' maternity leave regardless of length of service. Staff who have worked for us for more than 12 months by the time their baby is born receive enhanced maternity pay of the first six weeks paid at 90% of the weekly salary.

### Paid paternity leave

Fathers to be or employees who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay. Employees who have worked for us for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

### Flexible working

We are proud to offer a range of flexible working arrangements to all of our staff. We are happy to consider reduced hours, job shares, home working and more, ensuring the needs of the organisation continue to be met.

## Other staff benefits

We participate in the Kaarp Benefits Scheme, a voluntary benefit scheme for local authority employees.

### The Benefits change regularly but include:

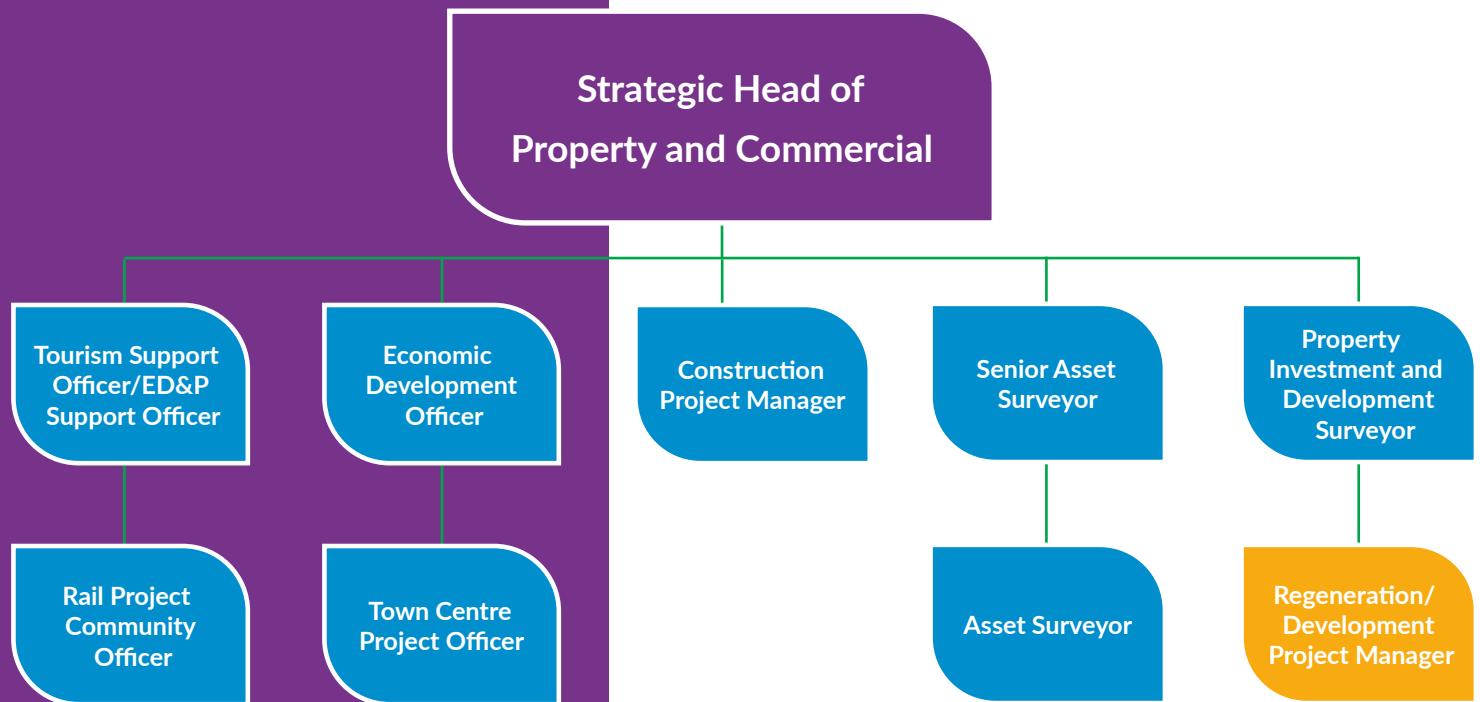
- Activities - discounted theme park entry and/or hotel rooms.
- Finance - special deals, insurance and personal finance.
- Health - money off many sports and fitness centres and golf courses.
- Motoring - discount car club, reduced breakdown cover, car servicing/MOTs and money off driving lessons.
- Shopping - many deals and offers.
- Travel - A travel club, discounts on holiday insurance, hotels and airport parking.
- Local discounts – these include many offers and discounts for restaurants, hotel rooms, hairdressers, dry cleaners and more.

## Staff Benefits

9



# Current Team Structure



**Job Title:** Regeneration/Development Project Manager

**Department:** Property and Commercial

**Reports to:** Strategic Head of Property and Commercial

**Grade:** G

## Purpose of the job

- To undertake a full range of regeneration, development and pre-construction project management responsibilities for complex and sensitive projects in relation to the control, management and delivery of property projects (both Capital and Revenue) throughout the Council. Projects may include Direct Developments, Partnerships, Regeneration and Development schemes that will entail close liaison with Service Department Clients, Contractors and External Consultants as well as internal property related professionals. Projects are required to meet key Council priorities and performance targets; values will be up to £20m for conventional schemes; larger housing regeneration schemes can be up to £50m.
- To prepare project programmes detailing priorities and staging of projects in line with customer requirements and council policies and plans, including preparing reports to Committee.
- To prepare and execute feasibility studies and lead on concept design development and detailed design development for new schemes.
- To undertake options appraisals, development appraisals, and financial modelling of schemes.
- To undertake site due diligence and where appropriate commission contractors to undertake specialist studies.
- To lead on the preparation of planning applications and lead discussions with statutory service providers.
- To lead, prepare and implement communications strategies/plans for projects and to lead on public consultation exercises.
- To advise on the sourcing and procurement of schemes together with implications for programmes/timetables of choices, and to lead on procurement exercises which amongst other tasks will include the preparation of specifications, consultant briefs and procurement packs.
- To monitor and where required manage professional services provided on projects by external Consultants.

## Job description

11



- To make all necessary applications associated with new developments.
- To prepare project budgets and monitor project expenditure.
- To lead project team meetings and ensure decisions and actions are noted and recorded.
- To mentor, train and provide support to other project managers.

## Supervisory responsibility

- To supervise, monitor and manage external consultants.
- To appraise, develop and motivate staff (or external consultants) through a performance management system to ensure work programmes are executed properly and the Authorities objectives are met.
- To advise and train new project management and / or regeneration staff, trainees and work experience staff, including occasional supervision or guidance of junior staff.
- To provide, where necessary, cover for the Development/Investment Surveyor and Construction Project Manager.

## Main duties

- To supervise the works of external consultants, assessing current and future workloads and ensuring efficient allocation of resources, including consultants against a background of conflicting priorities.
- To take responsibility for the management and monitoring of property projects. Projects are required to meet key Council priorities and performance targets.
- To undertake the overall planning, control and co-ordination of complex property projects from inception to completion, aimed at meeting the Council's requirements to ensure that the projects will be completed on time, within authorised costs and to the required quality standards.
- To initiate and maintain consultation with Client Departments on all schemes and to provide technical, financial, and programme information at appropriate times to ensure that schemes are effectively progressed.
- To undertake options appraisal, development appraisals and financial modelling of schemes and advise on viability or otherwise.
- To lead on the preparation of feasibility studies and advise on scheme development and design.

- To prepare funding bids to relevant organisations.
- To advise on appropriate methods of procurement of property related projects, and the implications for programmes of particular choices.
- To assist in commissioning and monitoring the professional services. This will include preparing consultant briefs and evaluating and procure consultants, surveys and contractors.
- To arrange for project and other information to be entered in the appropriate computer systems.
- To participate in the development, maintenance and regular updating of programme system(s) for all appropriate Council Capital and Revenue Projects including regular progress reporting.
- To manage project budgets and to account for all expenditure against targets.
- To ensure the projects compliance with the scheme of delegation, financial regulations and Standing Orders.
- To prepare reports for the Council and attend Cabinet meetings, panels, public consultation forums and to present such reports as required.
- To carry out any other duties commensurate with the grade of the post as may reasonably be required and as may be requested by the Strategic Head of Property and Commercial Services.
- To liaise with Developers, Agents, outside Agencies, Landowners, Tenants, Leaseholders, Business Community, the General Public and community forums, Community Groups & Representatives, Councillors, The Cabinet, MPs, Chief Officers, Legal Advisors, i.e. solicitors, barristers, QCs; Professional Bodies, Government Departments, Company Directors, Building Users, Media. Contacts may be in person, by telephone or by written correspondence.

## General responsibilities

- To embrace the values and behaviours of the Council
- To comply with the Council's Safeguarding policy
- To comply with the Council's Equal Opportunities policy, and to actively promote equality of opportunity wherever possible
- To comply with the Council's Health & Safety policy
- To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council

- To participate fully in the Councils staff appraisal scheme
- To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council

## Qualifications

### Essential

- A relevant HNC/ HND/ Level 4 qualification, e.g. relating to surveying, town planning, the built environment disciplines, etc.

Project management qualification, e.g. Prince2 or equivalent

### Desirable

- A relevant qualification in AutoCad or BIM.

## Knowledge, skills & experience

### Essential

- Proven experience of working in property development and project management
- Up to date knowledge of housing development and regeneration and construction practices
- Ability to negotiate with Consultants, Council Officers and external agencies, etc.
- Good organisational and project management skills and ability to plan and prioritise work programmes in the face of competing demands
- Understanding of the property, housing and construction markets and of current property issues
- Excellent literacy and communication skills, with the ability to communicate effectively in person, by phone, by correspondence and by graphical means, with professional and technical staff at all levels, consultants, agents, developers and members of the public
- Excellent IT skills, including proficiency in MS Office, particularly Excel, PowerPoint and MS Projects and producing reports
- Ability to work accurately and effectively and deliver to required Quality Assurance and Customer Satisfaction targets
- Excellent numeracy skills and proven ability to prepare financial models and development appraisals



## Desirable

- Knowledge of housing developments, especially affordable housing, gained from a relevant OND/ ONC /Level 3 study course with a minimum of 3 years' experience of working within a property development/regeneration or similar professional property-related environment
- Knowledge of and experience in using development appraisal software systems
- Competent to interpret property information, regarding for example ownership boundaries, status of tenure, and reading plans, designs and construction drawings
- Knowledge of procurement regulations governing public bodies

## Other

- Clean UK drivers licence and own vehicle

## Person specification

15