#### **Role profile**

**Job Title: Head of Estate Regeneration**

**Post Number: 217144**  **Grade: HMG1**

**Department: Regeneration and Economic Growth**

**Section: Housing Development and Supply**

**Reports to: Assistant Director of Affordable Housing and Capital Projects**

**Manages: 3 posts**

**PURPOSE OF ROLE:**

To lead in the planning and delivery of large schemes within the Council’s £400m Estate Regeneration programme.

To deliver a significant proportion of the new estate regeneration programme of additional supply of council housing in the borough through regeneration, redevelopment and construction of new-build accommodation.

To be responsible for delivery of their allocated estate regeneration schemes, including all consultants and advisors.

To advance partnership working with other Local Authorities or registered providers, in order to secure new development and deliver new sources of council housing.

**KEY ACCOUNTABILITIES**

**Corporate**

1. To be responsible for the delivery of significant schemes within the Council’s £400m Estate Regeneration programme in order to secure planning consent for 1000 new homes to meet part of the corporate pledge target new homes to meet local housing needs within the borough.
2. To work with key stakeholders, including other Council departments, local residents, the voluntary sector, developers, registered providers, GLA and other Local Authorities to develop creative and innovative new ways of funding and increasing cost effectiveness of new council housing developments.
3. To promote a positive image of Hounslow as a development partner.
4. To act as a source of technical expertise within the department for regeneration, development and delivery of housing, effectively managing Estate Regeneration Development Manager to delivery opportunities in conjunction with other services across the council, and externally with key development partners. (e.g. GLA, RPs, property developers, landowners, etc.)
5. To include professional advice to Councillors and other officers on relevant areas of service delivery and policy, ensuring compliance with legislation and the Council’s standing orders.
6. Use project and programme management techniques to supervise the delivery of multiple schemes of regeneration, redevelopment and construction of new-build council housing.

**Functional**

1. Provide all necessary data to enable updates to the new-build component of the HRA business plan, including monitoring key performance indicators and identifying and agreeing a future development pipeline by taking a creative and innovative approach to securing opportunities for the Council to build and own more new homes.
2. Identify funding streams for future development, through writing bids and partnership working, ensuring obligations to the funder are met for new homes bonus, S106 funds, GLA grant and Right to Buy receipts, promoting the Council’s reputation as a credible investment partner.
3. Produce viability analysis of proposed developments by applying knowledge to formulate key performance indicators and use specialist tools to test assumptions for cost and value, to ensure efficiency and produce thorough and auditable appraisals.
4. To lead development schemes from inception to completion within the wider estate regeneration programme.
5. To lead and oversee the management of decanting of existing specialist housing schemes as necessary and work with the appropriate colleagues to establish robust decant procedures which ensure that the needs of residents are identified and provided for.
6. Instruct the specialist housing teams to carry out consultations with residents and represent the Council at these events ensuring that developments are sensitive to the local community.
7. Client manage contractors and professional development services involved in the development process, including representing the Council at site meetings and monitoring progress, giving clear direction as to the Council’s requirements, driving value for money and challenging costs when necessary and enabling the development by liaising with statutory service providers and Highways to arrange easements and other necessary legal agreements.
8. Develop and build strong working relationships with key development stakeholders including key developers and RPs to further drive and seek to increase the availability of housing supply through initiatives such as joint developments or joint projects to deliver Right to Buy replacement properties on behalf of other boroughs.
9. Use appropriate project management techniques to monitor and coordinate the delivery of an extensive programme of varied and complex regeneration schemes from feasibility to completion, ensuring that risks and budgets are accounted for. Prepare presentations at all levels of the Council to acquire approval and ensure interested parties remain informed.
10. Lead on public consultation on regeneration schemes and apply detailed knowledge of the planning system and planning requirements to secure planning consent. Handle the decanting process, as appropriate, on regeneration and redevelopment schemes of existing housing stock.
11. Manage end-to-end procurement processes, in accordance with the Council’s Contract Procedure Rules including selection of the specialist roles within the Construction Design Team and the Principal Contractor. This will include the production of Tender Reports for approval to proceed to contract award, ensuring full due diligence has been undertaken and a robust auditable process has taken place.
12. Robustly contract manage consultants, design teams and contractors in accordance with the agreed contract and best practice.
13. Develop reports for agreement by the Corporate Leadership team, Cabinet and other senior governance bodies.
14. Line manage project managers of varying experience – support and coach them in the delivery of projects and help them to develop and grow.
15. Support work to enable Hounslow to become an even more inclusive organisation, putting equality front and centre of project and programme delivery.
16. Support work to deliver the Council’s sustainability commitments ensuring that sustainability is considered throughout the lifecycle of every project and programme.
17. Ensure through excellent verbal and written communication skills that all stakeholders, internal and external, are communicated with and engaged with the delivery of the programme.
18. Deputise for the Assistant Director or Director at meetings, stakeholder networking events, such as those run by the GLA, London Councils, WLA, central government or performance improvement organisations. Work to develop and improve relationships with a full range of partners, so that the Council can maximise value from all contacts.
19. Undertake regular supervisions, day-to-day tasking, feedback on performance and mentoring/training of direct reports, as appropriate. Ensure annual performance development appraisals are completed alongside learning and development plans and any HR issues are dealt with, as they arise.
20. Understand that job descriptions are fluid and subject to regular updates to reflect the needs of the service, residents and wider Council priorities; undertake other duties that are commensurate with the grade of this post, as required.
21. There is an expectation that this role will be present in the offices at least 2 days per week.

**These are the values that drive us:**

**Lead with heart**

We’re here for the people of Hounslow. We work together with them and for them with care and compassion, with patience and in partnership. We put ourselves in other’s shoes, remembering that every person is different, and every interaction is a real moment in their lives. We always feel first.

**Do new**

We need to do things differently if we’re going to help Hounslow people thrive in the future. Hard work is important but it’s not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas keep moving forward and keep improving. That means being ready to stop doing things we’ve done before. It means taking on risk and backing each other when we take a leap.

**Pass on the power**

The world keeps on changing and we need to change with it. We won’t be able to adapt fast enough to the future needs of our residents if we stick to old fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It’s about being transparent and straightforward. It’s about providing tools and support. But most of all, it’s about being ready to trust each other to do the right thing.

**Harness the mix**

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We’re not interested in siloes or defensiveness. We’re always open to different approaches, we’re flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

**Be a rock**

There’s lots to do and people need us. It’s up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It’s about being super focused, effective and efficient. It’s about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it’s about having the strength and determination to keep on going through thick and thin.

**The top 5 things about you that are most important:**

1. You have a track record of ensuring project milestones and deliverables are completed on time and within budget, delivering the desired outcomes.
2. You have experience in managing complex estate regeneration programmes/ schemes.
3. You can demonstrate excellent communication skills and a commitment to partnership working, through positive and productive interactions with key partners and stakeholders.
4. You can manage staff effectively ensuring officers are on course to deliver goals and projects.
5. You can manage risk effectively taking into account various stakeholders and priorities.

**Qualifications:**

Degree, or equivalent relevant experience.