

# Job summary

**Role title:** Principal Development Manager

**Department:** Place Delivery

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## General description of role

The Principal Development Manager will provide expert advice to senior managers and Councillors, and work collaboratively with internal and external partners to deliver a diverse range of development projects, to support the Council's corporate ambition to deliver high quality sustainable growth and regeneration.

The postholder will take a lead role on key high profile Council development projects. Major current projects include Marketfield Way - a flagship mixed used scheme in Redhill town centre; Horley Business Park - the largest planned new office development in the south east; as well as a range of new market and affordable homes for our residents.

Reporting to the Head of Place Delivery, the post-holder will work across the Council's directorates, to support the work of other service managers, as end clients, delivering projects from inception to implementation.

While the post-holder will be a self-starter, key to the role will be a collaborative approach, working as part of multi-disciplinary teams, both within the Council and with our external partners.

## Top responsibilities of role

1. Provide expert advice to the management team and elected members.
2. Manage the delivery of a range of complex development projects to support the Council's Corporate Plan objectives, particularly within its Place and People directorates.
3. Prepare procurement documentation and procure and appoint consultants, development partners and joint venture partners and monitor and review performance to ensure the successful delivery of projects on time, to contract standards and to budget.
4. Maintain budgetary oversight for key areas of spend, managing and planning for expenditure, providing support and intelligence to influence future resources and budget requirements.
5. Negotiate with joint venture partners and third parties in connection with regard to all aspects of projects.
6. Work with all relevant professional advisors to ensure that the heads of terms and legal agreements for specific projects are on the optimum basis taking into account the financial, political and social/environmental and economic factors relevant to the projects and that the Council's interest are appropriately represented and documented.

7. Undertake day to day property and development activities as required, including: undertaking valuations and appraisal work as part of viability analysis; undertaking property acquisitions; undertaking and/or commissioning feasibility studies and running pre app discussions with stakeholders; acquiring land for development and CPO negotiations; obtaining valuations and property management advice.
8. Prepare project management documentation and as required reports to the Executive, the Council and/or Committees.
9. Ensure that all actions are carried out in line with prevailing regulations, governance requirements and Council policies, including Procurement, Human Resources, risk management, health and safety, equalities and diversity, customer care and data protection.

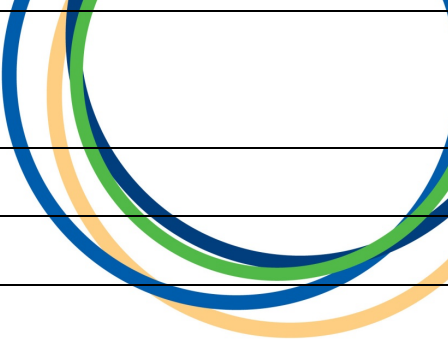
This is not meant to be an exhaustive list of duties, the need for flexibility and team working is required and the post holder is expected to carry out any other related duties that are within the overall purpose or grade of the role.

# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>			
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

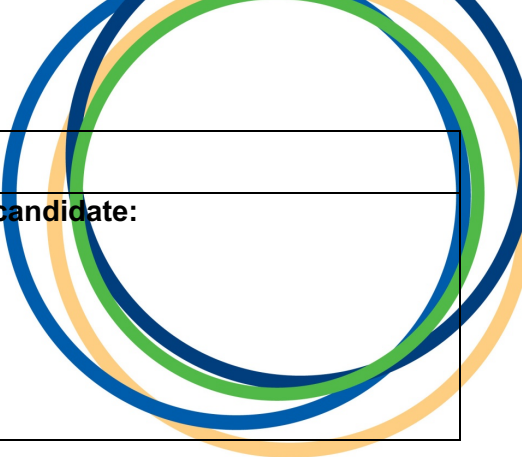
Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Qualifications</b>			
Educated to degree level or equivalent	E		
A degree or equivalent in an appropriate discipline	P		
Qualification or training in project management and development appraisal techniques	P		
Professional membership of the RICS	P		
Full driving licence	P		
<b>Experience and achievements</b>			
Significant and demonstrable post qualification in leading and managing the delivery of major development projects from inception to completion	E		
Demonstrable experience of procuring and managing external consultants and contractors to support delivery	E		
Knowledge and experience of working in local government, of local government governance, communications and capital generation	P		



Track record of successfully negotiating development contracts with development partners, commercial organisations and promoting public/public and public/private partnerships	E		
Considerable experience of procuring and managing consultants to support project delivery	E		
Experience of researching, preparing and presenting reports on complex issues	E		
Able to demonstrate a broad knowledge of property law	P		
Excellent budget management and capital generation	E		
Excellent verbal and written communication skills	E		
Understanding of property development financial analysis and funding mechanisms	P		

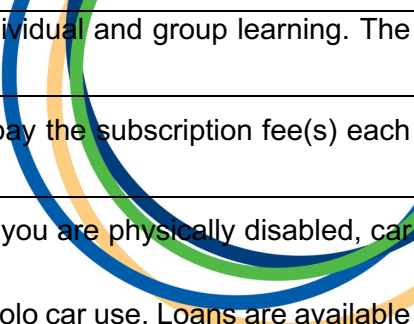
Role required competencies and behaviours			
Delivery focused	E		
A self-starter	E		
A team player who values and respects the expertise and role of others	E		
Personally credible with a professional demeanour that generates trust and confidence	E		
Future looking and able to see links and opportunities that others might miss	P		
Continuing professional development and performance improvement	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		

Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	



# Summary of employment package

<b>Place of work</b>	The role will be primarily based at <b>Town Hall, Reigate</b> . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
<b>Salary</b>	Graded <b>Professional 1</b> , the salary will be in the region of <b>£55,000</b> per annum - negotiable dependant upon level of experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
<b>Duration of contract</b>	The contract will be offered on a permanent basis.
<b>Probationary period</b>	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
<b>Hours of work</b>	Hours of work are nominally 36 per week.
<b>Employment Benefits</b>	
<b>Flexible working hours</b>	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
<b>Annual leave</b>	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>
<b>Pension</b>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<b>Training and development</b>	The Council actively encourages continued professional development and talent development.



	Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.
<b>Professional subscriptions</b>	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.
<b>Car parking / Travel loan scheme</b>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<b>Cycle purchase scheme</b>	The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.
<b>Employee discounts</b>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions	
<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none"> <li>• at least two satisfactory references</li> <li>• eligibility to work within the UK, and proof of your identity</li> <li>• evidence of relevant qualifications</li> </ul>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.





# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

