



City of Westminster

Assistant Development Manager

What we value at Westminster	<p>Westminster City Council believes in creating a fairer Westminster, putting residents first. We will put residents at the heart of our decisions, and campaign for a government that is on their side.</p> <p>We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.</p>
Our culture	<p>At Westminster we have a culture of openness, transparency, and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none">• Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.• Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.• The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses, and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.</p>
Portfolio/responsibilities of this role	<p><u>Overview:</u></p> <ul style="list-style-type: none">• Assist with the project management of the complete project development cycle from concept to occupation. Assist specialists internally and externally to ensure forecasts,

programmes, costs, design and quality standards and timescales are met. Assess and oversee all risks including health and safety are appropriately controlled in a timely manner and WCC obligations and targets achieved.

- Manage relationships with developers, contractors, agents, consultants, and property companies.
- Set high standards for self and similar for other teams / departments.
- Provide objective and purposeful challenge at project level when reviewing key performance measures.
- Meet deadlines without the need for prompting.
- Work collaboratively as part of the project team and in the wider team, supporting peers to achieve mutual objectives.
- Ensure specialist skills within the department are utilised at the appropriate times.
- Develop strong, meaningful relationships internally paying particular attention to other WCC departments outside Regeneration and Development.
- Develop strong, meaningful relationships externally to ensure successful delivery of the development programme and the active promotion of all the opportunities afforded by this ambitious programme.
- Engender real team spirit to ensure staff work collaboratively with other team members when part of project teams and other departments within WCC.
- Meet WCC obligations and targets including in relation to social value and the circular economy.
- Review and report as required including providing accurate and timely updates by stage in relation to all aspects of project progress and viability including:
 - Revenue, cost, quality, programme, and fees
 - Minute design and progress meetings
 - Updated development and project plans
 - Reports to project teams and other internal forums as required
 - Specific risk assessment, mitigation, and transfer reports
 - Specific project reports re performance concerns
- Support and deputise for the SDM / DM and others as requested.

Preparation, Brief, Design & Planning:

- Review and understand the nature of the project, its purpose, timescales, drivers, expected return and value to WCC. Check understanding with SDM/DM prior to development and communication of project brief.
- Assist with the development of the project brief, including site constraints, design principles, budget and programme.

- Assist with the determination of project risk in consultation with others.
- Assist with the development and communication of a project plan by stage and monitor and report as required at design, project meetings and project reviews.
- Assist others in work to define cost plans by stage prior to planning application, and also on its communication and reporting within the project team.
- Support those working with internal and external parties where appropriate, legal advisers to implement the required contractual structures to reflect approved commercial deal structures.
- Ensure client requirements, design and technical standards and specifications are robustly delivered throughout the procurement and development processes.
- Ensure community consultation, stakeholder engagement etc. is appropriately addressed.
- Work with others to ensure where necessary a Rights of Light strategy is determined and implemented in conjunction with Rights of Light consultant and solicitor and negotiate compensatory payments and as appropriate.
- Assist with the preparation and submission of the planning application process to ensure delivery of the planning permission within statutory timeframe, including preparation and negotiation of the Section 106 in consultation with the LPA and GLA where appropriate.

Procurement:

- Assist with the procurement, appointment and management of the multi-disciplinary project teams, including architect, town planner and wider multi-disciplinary consultancy team.
- Assist with the negotiation of land transactions, including Heads of Terms, Sale/Purchase Agreement, Development Agreement, and internal approvals.
- Assist with the evaluation of technical and commercial proposals received from developers and contractors' proposals
- Assist with the procurement, appointment, and management of developer and/or contractor organisations as appropriate ensuring contracts are based on approved brief and WCC requirements.
- Ensure the EA/PM correctly administers all contracts and appointments.

Technical Design & Construction:

- Assist with finalising outstanding design, ensure EA/PM are correctly engaged in overseeing technical designs from

	<p>developer / contractors and that they meet contract obligations and client requirements.</p> <ul style="list-style-type: none"> • Ensure that health and safety and healthy working conditions and behaviours are promoted across all projects, operating within the appropriate regulations, with effective oversight of the management of health and safety from on-site contractors and developers. • Support the monitoring of key performance indicators (KPIs) and deliver feedback through reporting cycle. • Support the management of external consultants to ensure they are administering the contract appropriately and delivering a successful scheme under the terms of their appointments. • Assist with carrying out a robust change control process and proactively support the management of disputes utilising expert support as necessary. expert support as necessary. <p><u>Handover and Aftercare:</u></p> <ul style="list-style-type: none"> • Liaise with internal teams to confirm the handover programme within the contract or amend. • Consult internally prior to issuing new handover programme to understand implications and obtain formal approval. • Ensure this is communicated in good time by our external consultant to the developer / contractor in order to obtain agreement. • Manage our external consultant to ensure undertakings regarding time and quality are achieved including all documents etc. to the satisfaction of WCC and residents. • Ensure the project is closed out correctly, a certificate of making good defects (MGD) is issued only when due, last moiety of retention follows, and all files are maintained as required.
	<p>Budget Responsibilities:</p> <p>Nil</p>
<p>What do we expect this role to achieve?</p>	<ul style="list-style-type: none"> • Understand and demonstrate the council’s values and behaviours, working collaboratively with colleagues, partners, and other stakeholders to help build a sustainable highly effective regeneration delivery team whilst contributing to the wider GPH Development team and reputation as a high performing and successful delivery team. • Efficiently and effectively support the delivery of the estate renewal schemes. • Monitor and follow up and track project actions and next steps. • Arrange project meetings and issue project communications. • Provide assistance and support to the project team to deliver the estate renewal projects in line with the Council’s objectives, timetable and financial parameters.

	<ul style="list-style-type: none"> • Support the project team to ensure the projects are procured accurately, competitively, efficiently and on time, proactively addressing matters that may impede progress. • Ensure projects comply with regulatory and statutory obligations. • Input into the project monitoring reports, updating key project tools such as action trackers, risk matrix, programmes etc. • Assist in the forecast, management and control of programme, cost, design, quality, and risk, using specialist internal and external resources to ensure targets are met. • Actively manage the performance of external suppliers by providing feedback to the SDM/DM as appropriate. • Represent the Regeneration and Development team on corporate initiatives.
Band/Salary range	Band 3
Work style	Agile
Your manager & team	Reports to: Development Manager
	Direct Reports: N/A
Skills and Experience	<ul style="list-style-type: none"> • Working towards a relevant degree or professional qualification or equivalent work experience at an appropriate level
	<ul style="list-style-type: none"> • At least 2 years' experience of acting in a similar capacity and role on high profile and complex residential and/or estate-based regeneration schemes. • Appropriate professional and educational standards with a desire to continue and achieve further professional qualifications and training. • Good writing, data, and programme presentation skills. • Good inter-personal skills and a strong team player, taking ownership and contributing to the team's overall performance and deliverability. • Ability and willingness to work with a broad range of different stakeholders with good relationship management skills. • Solid understanding of project management methodology and application in regeneration and development projects. • Able to identify risk and promote a balanced and proactive approach to risk and risk mitigation. • Able to analyse and disseminate information. • IT literate in Word, Excel, and PowerPoint desirable. Abilities in Microsoft Project essential. • Good level of verbal, written communication, presentation, and

	interpersonal skills.
Corporate standards	<ul style="list-style-type: none"> <li data-bbox="544 219 1386 338"> <p>• Resources / Financial Management We expect you to manage delegated budgets, funding, and resources in line with our processes and our Westminster Way</p> <li data-bbox="544 338 1386 539"> <p>• Values and Behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging, and encouraging your teammates to deliver our corporate vision</p> <li data-bbox="544 539 1386 707"> <p>• Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate</p> <li data-bbox="544 707 1386 833"> <p>• Equality and Diversity We value equality and diversity as a City Council, and we want you to support and promote this in your day-to-day work.</p>