JOB DESCRIPTION AND PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Development Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Urban Growth Company</td>
</tr>
<tr>
<td>Grade &amp; Level:</td>
<td>Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>2nd Floor, Diamond House, Birmingham Airport</td>
</tr>
<tr>
<td>Reporting to:</td>
<td>Development Director</td>
</tr>
<tr>
<td>Package:</td>
<td>£60,000 salary plus benefits</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

Background
The Urban Growth Company (UGC) is a local delivery vehicle which has been formed to lead and co-ordinate the preparation and delivery of major new developments at the UK Central Hub that are likely to take place over the next 20 years.

Initially focusing on the High Speed 2 (HS2) Interchange site and surrounding connectivity, the UGC is bringing together the key stakeholders and delivery agencies at the UK Central Hub to collaborate on master planning and infrastructure development in order to maximise the economic value of HS2 and realise the benefits envisaged in the UK Central masterplan.

The UGC is leading and developing a comprehensive and co-ordinated approach to land acquisition, master planning, land value capture, business case development and infrastructure delivery.

In essence, this is about collaboration, pooling of resources, lobbying and influence to make the right projects happen in the right place and in the right order, and in a cost effective and efficient manner. By taking on such a task, the UGC assumes a great deal of reputational risk.

The UK Central UGC is wholly owned by, but independent of, Solihull Metropolitan Borough Council (SMBC). It is nevertheless accountable to SMBC and the West Midlands Combined Authority (WMCA) in terms of investment and funding through the Devolution Agreement and for all performance matters.
Purpose of Post

- To manage on behalf of the UGC, and be responsible for, the execution and successful delivery of major projects within prescribed timescales and agreed budget.
- To be involved in the appointment and management of multi-disciplinary consultant teams
- To co-ordinate the UGC technical / construction representation on all projects allocated
- To assist in the development of Project Management as an essential skill set with the UGC.

Examples of Projects

To illustrate the type of projects that the Senior Development Manager will be responsible for, the following is a summary of the projects that UGC are currently involved in, or preparing for:

- The re-construction of Birmingham International Station (The CEF project);
- Delivery of changes to the proposed HS2 Interchange Station in Solihull, including the delivery of a multi-storey car park and public transport interchange;
- A new public transport bridge over the M42;
- Improvements to Junction 4 of the M6;
- Upgrades to the local strategic utility networks.

Main Duties & Responsibilities

1. Define UGC project requirements, prepare tender documentation and advise on the appointment of consultants and contractors to achieve the best outcomes for the UGC
2. Provide robust leadership and full management of projects to support the Managing Director and Development Director in achieving the UGC’s aims
3. Prepare / present reports to UGC Board and external bodies (public meetings, trust boards, external stakeholders, etc.) concerning project strategy, programmes, budgets and outputs
4. If the UGC becomes involved in direct construction, you will manage the appointment / procurement of the project team. You will ensure the project structure delivers the
required outputs and approve the release of staged payments to contractors and consultants. It is not expected that you will act as construction or contracts manager for any construction projects.

5. Be fully conversant with different procurement methods and advise appropriately to achieve the best outcomes for the UGC

6. Manage the resolution of complex design/technical problems to provide safe, cost efficient solutions to achieve the best outcomes for the UGC

7. To be fully conversant with, and undertake all work in accordance with:
   - UGC policies and procedures and standing orders,
   - Construction (design and management) regulations,
   - Financial regulations, health & safety
   - And work in accordance with best practice as outlined by the Association for Project Management and other external bodies, e.g. JCT, NEC, RICS, RIBA, MAPM

8. Assist in the development of post-contract control mechanisms to ensure timely project delivery. Initiate incentivisation packages and acceleration measures and report to UGC line manager for approval

9. Decide where emergency action is necessary e.g. suspension of operations or where additional specialist advice is needed

10. Meet agreed individual and group targets identified through the UGC appraisal system

11. Perform other appropriate duties as requested by the Development Director and/or Managing Director

12. To ensure projects are reported monthly through WMCA project reporting tool

13. To ensure that all staff comply with and operate in accordance with policies and procedures contained the UGC PMS

14. Actively seek to implement the UGC’s Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties

15. Actively seek to implement the UGC’s Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post

16. To undertake any other duties that may reasonably be requested appropriate to the grade

17. Comply with the UGC Financial Regulations and monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Director of any significant budget variance in a timely manner and taking appropriate corrective action.
PERSON SPECIFICATION

Please find below the key skills and core behaviours required to undertake this post. These will be used in the decision making process.

Technical Skills / Professional Qualifications

a] a qualification to chartered professional status (e.g. RICS, RIBA, MAPM, CIBSE, IOB, ICE or I Struct E)

OR

b] sufficient, relevant work experience associated with working at an equivalent level of knowledge and expertise

Preferred Experience

- Experience of working for and / or with Public Sector organisations on property / infrastructure projects
- Demonstrable experience of managing external contractors, consultants, and specialists
- Demonstrable, experience of managing multi-disciplinary internal teams
- Experience of involvement in multi-million pound construction projects
- Experience of the development process including planning consents, appraisal, viability, financing etc.
- Experience of presenting contentious and subjective reports to stakeholders concerning project strategy, programmes, budgets and outputs
- Experience of negotiating with outside agencies, including solicitors, contractors and multi-disciplinary consultants and other stakeholders on project strategy, programmes, budgets and outputs.