

# Business Development Manager

## Development and Sales

Overview	
<b>Role Purpose</b>	Identify and deliver development opportunities with external partners to meet Notting Hill Genesis's Business Plan objectives for growth.
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Building and maintaining relationships and networks to secure new opportunities.</li> <li>Work up proposals for new housing products.</li> </ul>
<b>Reports to</b>	Assistant New Business Director
<b>Line management</b>	Project Management Trainee (if relevant)
<b>Tier</b>	Tier 5
<b>Expectation Level</b>	Operations Manager
Role relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Liaise with Development and client team colleagues including Finance, Sales and Commercial to ensure compliance with required standards and strategic objectives.</li> <li>Report to departmental management and Executive Board on projects coming forward</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Develop and maintain relationships with development partners, the GLA and other local authorities to create new opportunities</li> </ul>

Role accountabilities
<ul style="list-style-type: none"> <li>Build new and maintain existing relationships with developers, housebuilders, local authorities, the GLA, the HCA, agents and others to secure new opportunities.</li> <li>Seek and secure development opportunities with external partners (e.g. S106s and joint ventures) for NHG in and around London and the south east in accordance with Business Plan objectives.</li> <li>Appraise development opportunities and progress viable schemes.</li> <li>Instruct appoint and manage consultants and contractors involved in the appraisal/acquisition process.</li> <li>Manage the contract negotiations and conveyance process often to tight deadlines.</li> <li>Work with the Delivery Team to ensure schemes are handed over in good time and with full information including handover and audit files.</li> <li>Produce reports for presentation to the Project Review Group (PRG), Project Appraisal Group (PAG) and Development and Assets Committee.</li> <li>Identify the principal areas of risk, evaluate the options available and recommend appropriate courses of action.</li> </ul>

## Role accountabilities

- Oversee throughout the development process to ensure the projects comply with development procedures and standards and any regulatory requirements.
- Work with the Finance Team and Business Analyst and ensure corporate financial and other records are accurate and up to date.
- Work with the Sales, Housing Management and Commercial Teams. Ensure they are fully briefed of new opportunities and their support is obtained.
- Participate in and contribute to the production of the Development business plan and other development business documents.
- Manage and mentor staff if required.
- Provide excellent customer service standards to internal and external stakeholders.
- Undertake other duties commensurate with the role.

## General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

Ensure that you undertake any corporate responsibilities as required.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

## Personal Specification

### Professional expertise (know how & experience)

#### Essential

- Proven experience of land/property acquisition, legal/conveyance agreements.
- Experience of managing and delivering a variety of complex purchases.
- Experience of development finance and key funding principles of residential development.
- Experience of working with private developers and Registered Providers.
- Experience of working with external consultants.

#### Desirable

N/A

### Skills

- Good numerical skills and ability to focus on detail, even when working under pressure.

N/A

<ul style="list-style-type: none"> <li>Effective IT skills including basic/intermediate/advanced MS Office skills and Argus Developer.</li> </ul>	
<b>Qualifications and/or professional membership</b>	
<b>Essential</b>	<b>Desirable</b>
	Preferably an appropriate professional qualification.

<b>NHG Expectations</b>
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is an <b>Operations Level</b> expectation level and therefore you should refer to the <b>Operations level</b> expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.