



Careers
at Notting Hill Genesis

Project Director

Recruitment pack

June 2019

Hello from Notting Hill Genesis

Notting Hill Genesis (NHG) is a hugely diverse organisation with all kinds of jobs for all kinds of people. But everyone that works here shares something essential. It brings us together, drives us forward and helps us be the best we can. What is it? It's a passion for what we do. And to do it with more ingenuity and spirit than anyone else.

Who we are

Notting Hill Genesis (NHG) works in the community, providing homes for lower-income households. This is our primary purpose, and everything else we do supports that aim.

Our purpose

The primary task of Notting Hill Genesis will be to provide homes for low-income households in London and the south east.

Together, we:



Have the financial strength to invest in our social purpose



Build quality, affordable homes in thriving communities



Provide modern, valued services

We're more than just a housing provider. We believe in providing quality services and creating thriving communities. This means delivering on our promises and aiming to make a positive impact in the lives of our residents.

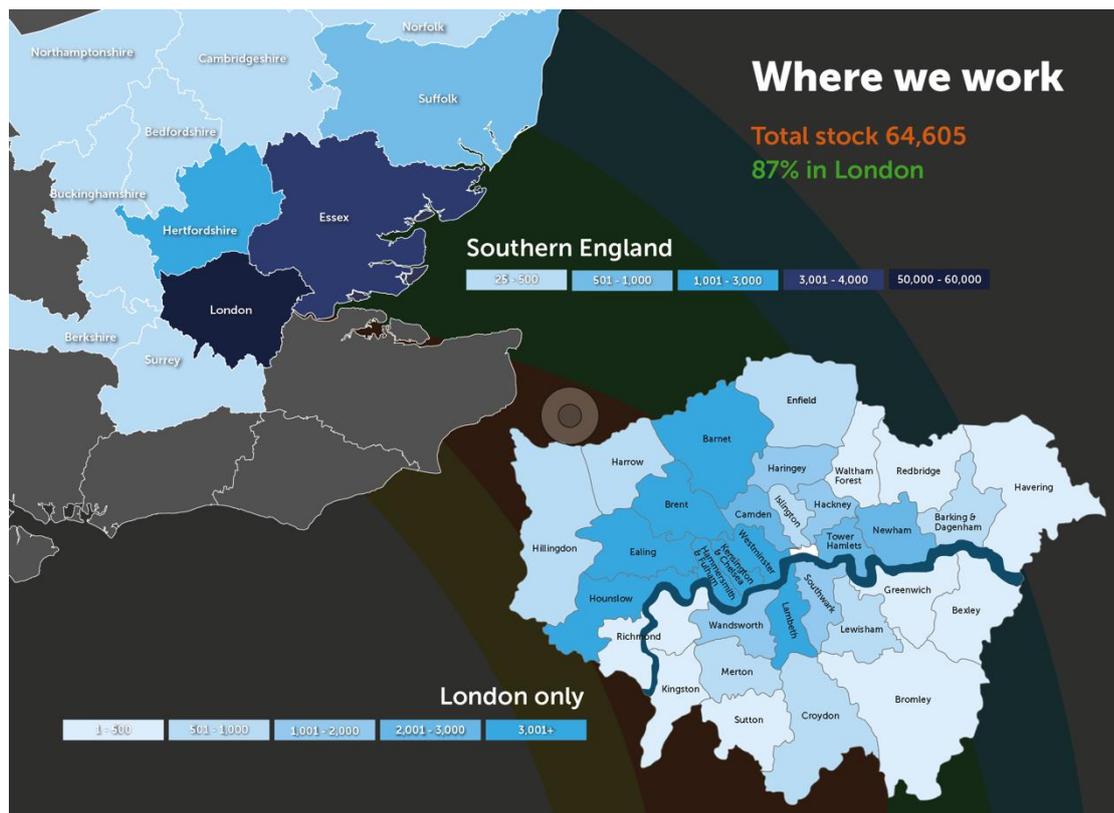
Notting Hill Housing and Genesis Housing Association joined together in April 2018 to create Notting Hill Genesis. Together, we are able to do more for our customers and make a bigger difference for those in housing need.

We are one of the **largest housing associations in London and the south-east**, providing homes for around 170,000 people in some **55,000** properties across the capital and a further **9,000** in the home counties and East Anglia.

We are a new organisation, but our **roots reach back to the 1960s** when our legacy organisations were established by local people who shared a similar vision – to house west London's working poor, providing them with a home from which to build themselves and their families a secure future. Our growth over the decades has given tens of thousands of people a place to call home, and Notting Hill Genesis is committed to giving future generations the same opportunities. Combining a **commercial outlook with a clear social**



purpose means that we can reinvest surpluses to build around a **programme of 20,000 new homes** in places where people want to live and do our bit to tackle the housing crisis in London and the south-east.



Our strategy and values

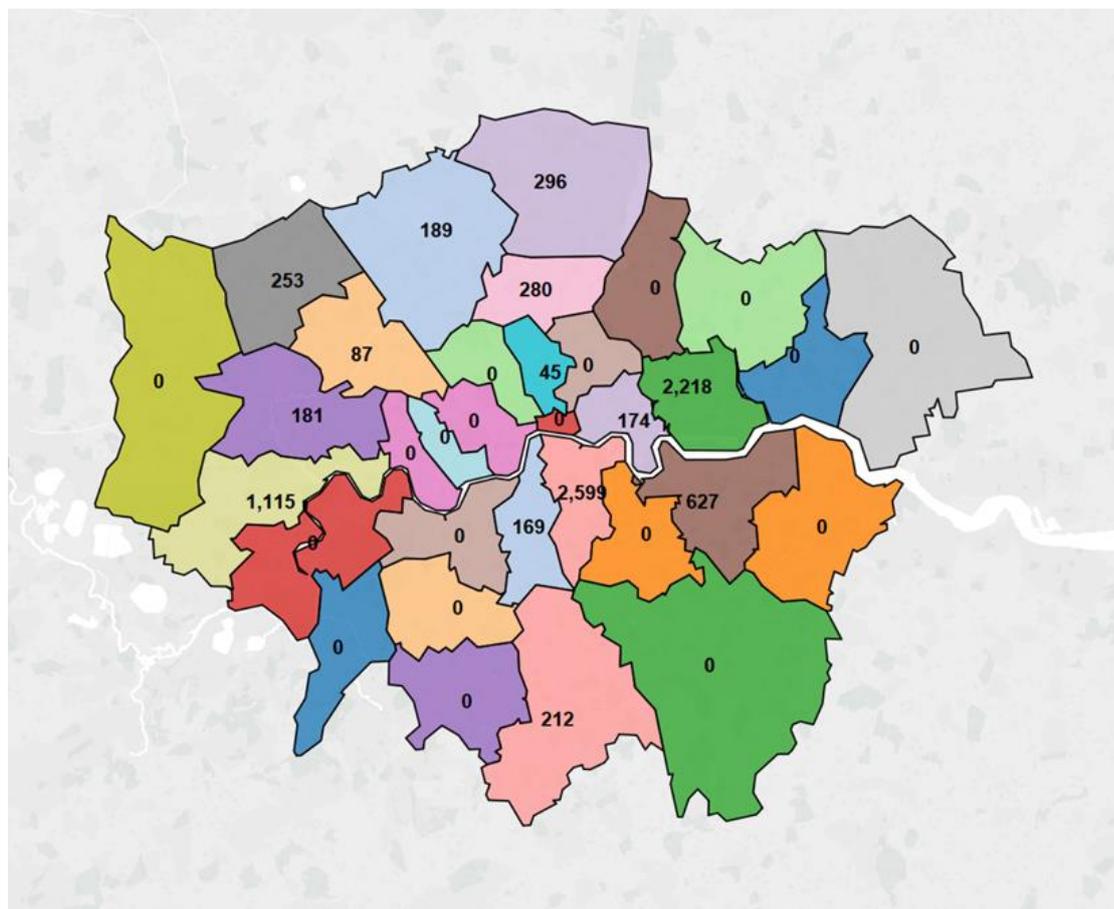
Building homes and communities

Notting Hill Genesis are one of the most experienced and financially secure housing associations in the UK. We develop high-quality homes in London and the south-east of England. Our homes have won awards for being creative and sustainable, but more importantly, they help create and sustain vibrant communities.

We have a well developed pipeline of new projects, and operate at scale in order to maximise our impact.

We have strategic partnerships with the Mayor of London pledging 60 per cent affordable housing across our Greater London Authority (GLA) pipeline.





It's increasingly difficult to produce social and affordable housing with limited government grants, but by continuing to use surpluses generated by our commercial activities to plough back into our core social purpose, we can ensure we create the right mix of Notting Hill Genesis homes – and do our bit to tackle the housing crisis in London and the south-east.



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Notting Hill Genesis is about more than bricks and mortar

Our social purpose is as important to us today as when our parent organisations were formed in the 1960s. We're committed to being at the heart of our communities, providing homes for lower-income households in London and the south east.

Both Notting Hill Housing and Genesis were founded in response to homelessness and poor living conditions. We've always been innovative and forward-thinking organisations. Our growth over the decades has given tens of thousands of people a place to call home. We won't stop now. It's vital we don't rest on our laurels, but continue to give future generations the same opportunities.

Any commercial work and property sales we undertake is to create greater surpluses to invest more in affordable housing, and as Notting Hill Genesis we can do more.

Our people

We have more than 2,000 colleagues, most of whom work at the heart of our communities, building relationships with residents that go beyond bricks and mortar. We strive to be the best we can, and are committed to working with our residents to ensure that everyone has a safe, secure and good quality home, and access to high standard services delivered in the way that suits them best – whether that's online or face-to-face.

Our people and our values make up our flourishing and diverse culture. With us, you'll be empowered to aim high and deliver. We want you to join more than 2,000 talented colleagues to learn, develop and grow. We work in many different areas, which means we can offer careers in a variety of professions, from buying land and building new homes, to the long-term successful management of thriving communities. Whether you're delivering front-line services to our residents, supporting operations from a corporate office-based role or helping to build new homes, there's room for all kinds of passionate people here.

We're committed to attracting talented, creative people. We're not looking for one type of person — we're hugely diverse. We don't just accept difference, we celebrate and support it! We, like the communities we serve, thrive on it.

In 2016 Notting Hill Housing was awarded the Investors in People Gold standard. We're really proud of this achievement as it reflects the pride our employees have in our organisation and what we stand for, as well as the development opportunities we offer. We will continue to work to the IiP standards as Notting Hill Genesis, ensuring we're offering a great place to work.

“

NHH has effectively evolved into an impressive organisation that meets the exacting standards of IiP Gold with aplomb. Employees... have a very real pride in what they and their employers do and the impact this has on their customers.

”

Investors in People



Our benefits

Salary

Competitive. 40 hours per week.

Benefits

We recognise that it's important to reward our employees, and are in the process of aligning the heritage Notting Hill and Genesis Housing benefits packages. However, this role will initially be offered on the Notting Hill Housing benefits package.

Along with career development opportunities, internal training programmes and sponsorship to study, we also offer a competitive benefits package.

- Generous pension contributions plus free life assurance
- Excellent annual leave allowance* and flexible working opportunities*
- Cycle2work, childcare voucher schemes and GymFlex
- Healthcare cash plan scheme
- Interest free season ticket loan*
- Interest free tenancy deposit loan*
- Enhanced maternity pay*
- Enhanced paternity pay*
- Wellbeing classes and events, such as Yoga and Pilates classes, flu vaccination vouchers, massage days, Dr Bike surgeries etc.
- Social Events Group – events such as comedy nights, subsidised theatre trips, walking tours, group social evenings, bowling, visits to historical sites etc.
- Low cost Costco membership
- Professional subscriptions paid for

*Qualifying period may apply

There are lots of good things about working at NHG, beyond the rewards you'll get from what you do and the people you work with every day.

We host regular events, workshops, plus talks with guest speakers. We also put on activities and provide information to encourage healthy living and well-being. Here's some of the activities that are happening at the moment:

- Yoga classes
- Pilates classes
- Bike week events
- Flu vaccinations
- A social events group who organise trips and events
- Wellbeing events



About the role

You will be a key part of our Joint Ventures Team. This team, sitting within the Development directorate, is responsible for the delivery of our large projects being delivered in Joint Venture

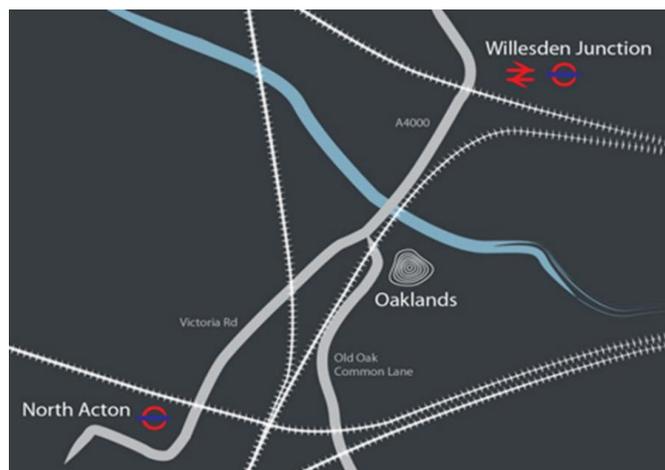
Led by Jake Brodetsky, Joint Venture Partnership Director, this team is responsible for the delivery of projects through planning, procurement and construction. These complex projects are delivered through a variety of contractual arrangements. Current projects include:

Project	Partner	Homes
Canada Water	Sellar Developments	1,030
Kidbrooke Station	Transport for London	650
Northwood Station	Transport for London	300
Oaklands	QPR Football Club	605
Rainham and Beam Park	London Borough of Havering	800
Royal Albert Wharf	Telford Homes, Galliford Try	1,800

Working alongside three other Project Directors, you will be leading on the Oaklands and Northwood projects, and will have the opportunity to work on additional projects as they are secured through our active new business pipeline.



Oaklands Project Brief



Located in Hammersmith and Fulham, Oaklands is a site in the Old Oak and Park Royal Development Corporation (OPDC) area in west London, the UK's largest regeneration scheme.

The OPDC has been created to oversee the development of 650 hectares of land which will see West London transformed in a way like that of the

Olympic Park in East London. It is a major opportunity that will create over 25,500 new homes and 65,000 new jobs over the next 30-40 years.

The Oaklands project is the first significant housing development to be brought forwards in the OPDC area, and is being built on the site of one of our former offices, adjacent to the new Crossrail depot, and the planned interchange between Crossrail and HS2 at Old Oak.

Notting Hill Genesis is delivering the project in joint venture with QPR Football Club. We are Development Manager for the partners, one of your key roles will be to deliver this development management service and report progress, risk and financial performance to the JV Board meetings.



There are 605 new homes being built, together with 3,500m² of commercial space. NHG will own the affordable housing (40%), and NHG and QPR will each own blocks of market rented housing making up the remaining 60% of the scheme. There is extensively landscaped public areas to provide an attractive environment and setting for the development. The scheme will provide the start of a new road which will bridge over the Grand Union Canal in due course, opening the wider area to regeneration.

We are delivering the scheme through a JCT Design and Build Contract with Galliford Try Partnerships, and works started on site in January 2018. We are now well advanced with the frame nearly completed. The project is programmed to complete in 2021.





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Northwood Station

We are now delivering our 2nd joint venture in partnership with TfL, the redevelopment of the Northwood Station car park in Hillingdon.

This project will deliver circa 300 new homes, along with important local transport infrastructure including bus stops, and improved station access works.

You will lead our project team (Hawkins\Brown lead architect) working closely with internal and TfL colleagues, working towards a planning application later in 2019. This is a great opportunity to get involved in shaping this exciting project, to inform both the scheme design proposals and moving forwards delivering the planning strategy and devising the procurement strategy

NHG signed contracts with TfL in 2018, and are appointed to lead the project as Development Manager reporting to the JV Board.

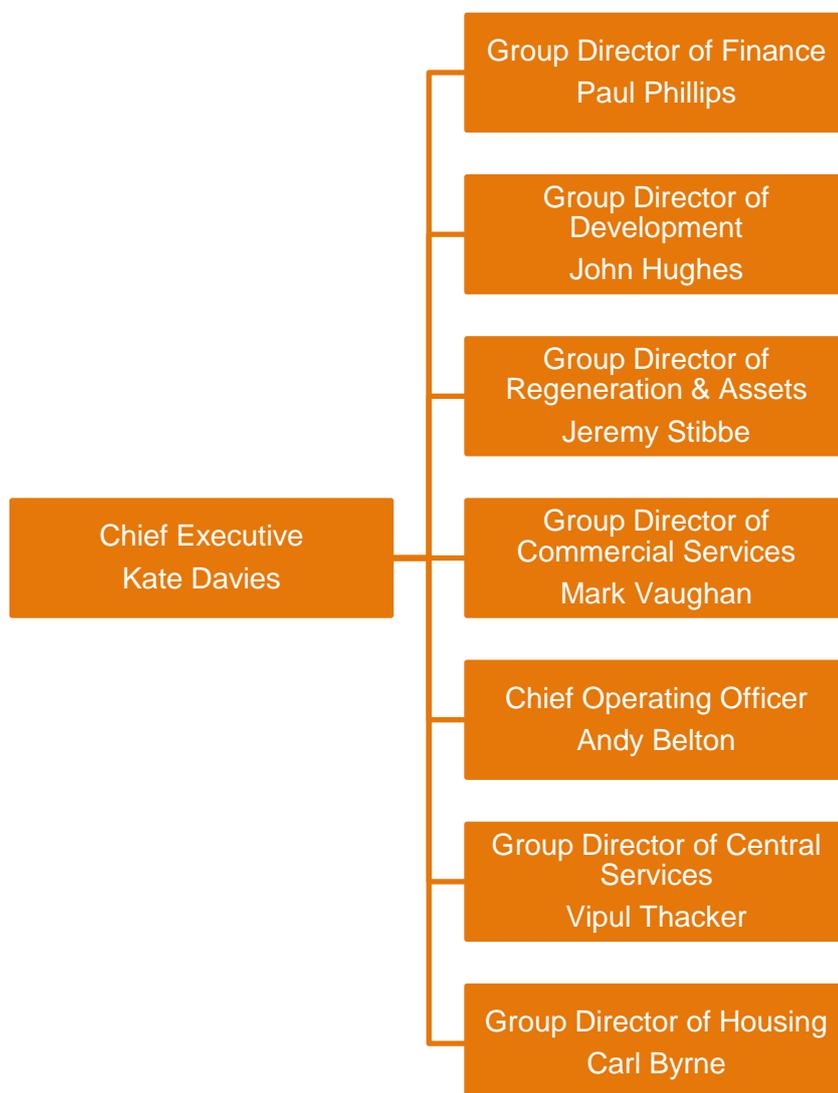
You will lead on all aspects of both of these projects. This will include management and reporting of the JV; financial management; provision of development management services to the JV; running the planning application; management of the build contract; and ensuring that the appropriate strategies are in place for the successful handover of the project into the business.



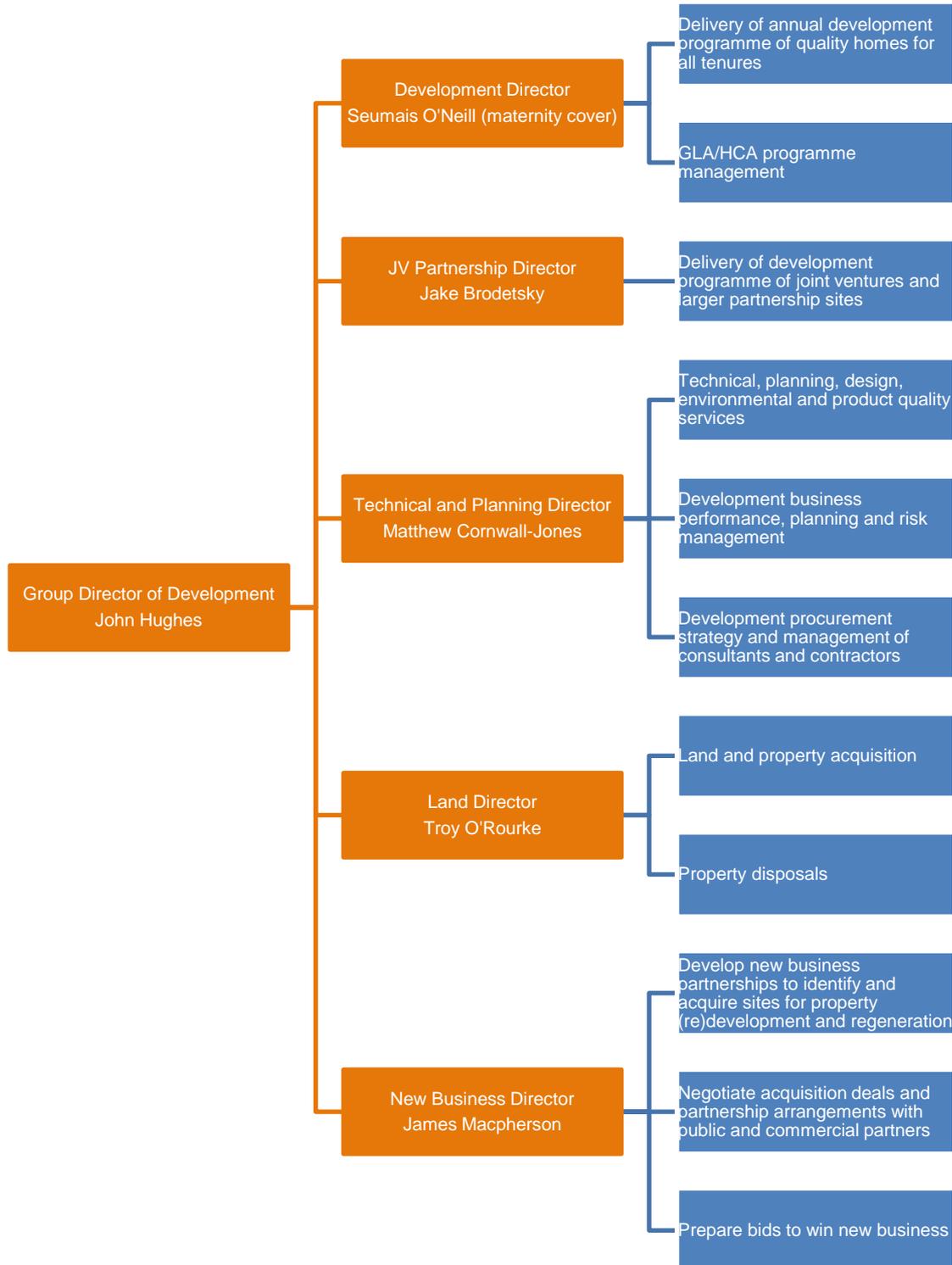
Structure

Executive Board

To find out more about our Executive Board members, please [visit our website](#).

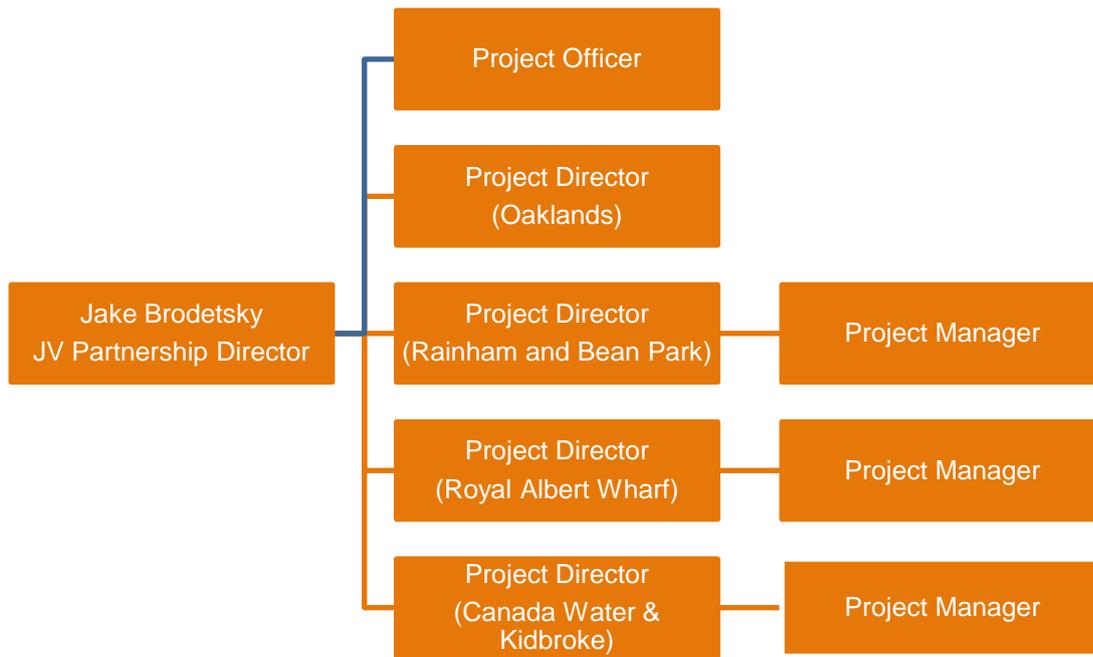


Development Directorate Structure Chart





Joint Venture Partnership Team Structure Chart



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Recruitment Information

Recruitment timetable

Recruitment stage	Indicative date
Closing date for applications	Midday 1 July
Shortlisted candidates invited to interview	7 July
Verbal and numerical reasoning on-line tests	Before first interview
First Interview	w/c 10 July
Final shortlisting	Following first interviews
Final Interview	19 July

For an informal conversation about the role, please contact Chris Hopkins, HR Business Partner on 07736 481390

How to Apply

To apply, please go to <http://www.nhgggroup.org.uk/about-us/jobs-and-careers> where you can create an account and submit an application to our online system

- Your **CV** including details of positions held (and dates) and key achievements.
- Your **supporting statement** explaining your motivation for applying for the Project Director position. Please note a supporting statement is not a cover letter. You will need to address the behaviours and essential criteria listed on the role profile and provide examples of how you demonstrate these skills and well as your experience. Please also include your salary expectations.
- Full contact details (name, job title, organisation, phone and email) for two referees (including your current employer if applicable). Please note we will not take up references without your prior permission

The closing date for applications is **noon on Monday 1 July**.



Project Director – Development

Directorate – Development

Overview	
Role Purpose	Deliver high profile, high quality, complex developments.
Responsible for	<p>Managing teams from early concept stage through to completion.</p> <p>Provide project oversight throughout the lifetime of the project and manage viability through design development, planning and construction.</p> <p>Maximising development value through a commercial approach, minimising risks and delivering a suitable and quality product for the end user.</p> <p>Setting high standards in setting milestones, project monitoring, risk management issue logs and reporting.</p>
Reports to	Joint Venture Partnership Director
Line management	Project Manager/Project Officer
Date	June 2019

Role relationships	
Internal	Group Directors, Board, Development management team, client teams, Finance
External	Joint Venture partners, senior stakeholders (executives of LAs, GLA, national companies and large organisations, e.g. utilities) MPs, customers
Pre construction <ul style="list-style-type: none"> • Lead cross functional internal and external teams to rationalise design and maximise scheme efficiencies and ensure a quality led approach. • Develop and manage comprehensive risk registers with robust mitigation strategies to minimise project risks. Where risks do materialise, take a proactive and commercial approach to resolve. • Prepare and manage capital budgets, revenue forecasts, cash flow forecasts, development programmes and other management tools. • Collaborate with Commercial Properties to deliver meanwhile uses and maximise value. • Provide strategic oversight for procurement and recommend and deliver appropriate procurement strategies for schemes considering risk and best value. Manage design development and the delivery of construction proposals. • Provide strategic input into sales and lettings marketing strategies and management strategies for your projects. 	



- Develop project business plan financial models with the Senior Appraisal Manager and JV / Development Partner where appropriate.
- Manage tenders for contractor and consultant appointments.
- Advise the Land and New Business teams through site acquisition to ensure that contract structure is deliverable.
- Manage projects through design development and Planning to ensure viability and deliverability.
- Lead on and manage land assembly to unlock project delivery.

Project management / cost control

- Act as the NHG strategic lead on the delivery of development projects with complex legal structures and various internal and external stakeholders so they deliver on time, to budget and to agreed quality standards.
- Chair quality review meetings with consultants and contractors.
- Project manage multiple aspects of construction delivery.
- Lead on proactive value management through design and delivery whilst maintaining a customer focussed approach and internal business requirements.
- Maximise development value against budget, drive timely construction and co-ordinate all internal and external parties. Have a strong focus on profit and commercial viability.
- Manage contractors and all consultants with a strong contractual and commercial approach so ensure a quality build that is delivered on time and to budget.
- Establish and manage numerous stakeholder and commercial relationships, including Local Authorities, GLA, internal clients, Developer and JV partners etc. and resolve issues in the interest of the project.
- Prepare bid and management reports including financial appraisals, monthly progress reports, cost reports and HCA and/or GLA Grant Forecasts. Prepare scheme design reports. Present to internal and external panels and committees.
- Manage legal and commercial agreements including development agreements, Joint Venture Agreements and S106 agreements.
- Undertake and manage financial appraisals on Pamwin, Argus or another development appraisal tool. Responsible for maintaining financial and other information in respect of projects. Report on project variances and act to minimise them.
- Lead the development of phasing, implementation and handover strategies to ensure successful delivery of the projects. Carry out options appraisals where appropriate.
- Review contractors programme and assess progress on site against cashflow forecasts and report on any variances / concerns.
- Lead responses to contractual claims from contractors and lead negotiations to settle commercial issues.
- Manage planning requirements, legal requirements, warranties and utilities and track the same through schedules.



- Create and maintain comprehensive project documentation in line with internal procedures and audit requirements.
- Report to Project Boards, action decisions and be accountable for project milestones.

Post handover

- Manage projects through defects liability period, attend defects meetings and end of defects inspections.

General

- Provide high quality reports to PAG, DAC, Folio Board, Group Board, JV Boards and others as requested.
- Present to internal and external panels and committees.
- Contribute to an agenda of continuous improvement for business operations and product development.
- Lead, manage and support your team in line with NHG's core management requirements in order to get the best out of your staff.
- At all times follow the financial regulations, policies and procedures at NHG.
- At all times follow NHG's Health and Safety policy 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, including leading investigations and hearings in formal processes across the business.

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

How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

Role behaviours	
Customer focus	<ul style="list-style-type: none"> • Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always. • Commercial awareness / VFM in everything people do
Accountability and delivery	<ul style="list-style-type: none"> • Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.
Service improvement	<ul style="list-style-type: none"> • Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.



Communication and inclusion	<ul style="list-style-type: none"> Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.
Management	<ul style="list-style-type: none"> Lead by example and with empathy, ensuring your team deliver on their promises; getting the best from your staff by offering them appropriate support, guidance, and development.
<p>As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.</p>	

Essential knowledge, experience and skills

Professional expertise (know how & experience)	<ul style="list-style-type: none"> Experienced in delivering successful commercial outcomes from negotiations with developers, public bodies, consultants and contractors. Experience and commercial awareness of running large, multi phased mixed use development projects with multiple stakeholders. Comprehensive practical understanding of project management principles and risk analysis skills. Experienced in the management of the delivery of complex mixed use development with complex legal structures from land acquisition to completion and handover. Experience of high level stakeholder management Familiar with HCA and/or GLA funding and other requirements. Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors. Experienced in presenting to internal and external committees and preparing high quality written information for a range of stakeholders. Experience of effective and successful negotiations.
Skills	<ul style="list-style-type: none"> IT skills – Outlook, Word, Excel, (to at least intermediate level); experience of working with Pamwin, Argus (or other financial appraisal tools).
Qualifications and/or professional membership	<ul style="list-style-type: none"> Relevant project management qualification (desirable)

Role requirements

DBS	<ul style="list-style-type: none"> None
Data and information processing	<ul style="list-style-type: none"> Information/Data User (all staff)





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Data protection role	
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