

Job Description

Job Title: Design Lead	Service Area: Housing Delivery	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: LBN 254
Grade: SMRA	Date last updated: February 2022	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The primary purpose of the role is to advise on best practice and good design of housing as well as other spaces including community areas, health centres and other local amenities. This will be achieved by partnering with a number of specialists in Housing Delivery and Regeneration.

The design lead will work within a multi-disciplinary team of expert professionals to enable the implementation of the Affordable Homes for Newham Programme and Estate Regeneration Programme, designing and delivering better places to live in Newham.

The Design Lead will demonstrate a self-starting, entrepreneurial approach to the delivery of our housing programmes, based on a collaborative, commercial and ethical spirit to partnership.

The Design Lead will demonstrate a passion for improving the built environment, combined with strong client, team and programme management skills. In particular the Design Lead will:

- To lead the development and maintain the Design Brief, Employer's Requirements and specification and regularly update in accordance with current technical standards working across the organisation with internal stakeholders.
- To be the Council's key contact in the provision for technical support on all schemes in the development programme from inception to completion including support in resolving defects and post-handover issues.
- Lead on effective stakeholder management, including multi-disciplinary housing delivery team, regeneration, planning, elected members, the Mayor and residents in the community.
- Ensure best practice is considered in all elements of design, and environmental considerations are apparent in all design builds.

Job Context

1. The post holder reports to the Head of Housing Delivery.
2. The post holder has Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
3. The post holder has risk management responsibilities in respect of the projects on which they work.
4. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

1. Lead on the development, implementation maintenance and review of the design brief and specification proposals for all tenures, including detailed drawings of finished buildings, renovations, or restorations ensuring the best design available to meet viability and other development constraints.
2. Lead on the communication of architectural, planning and urban design concepts; working with the design teams, as well as Housing Delivery and Estate Regeneration teams and external/internal stakeholders. This will include professionals within development, construction, property, programme management, and the community to deliver to the Affordable Homes for Newham Agenda and support Regeneration schemes.
3. To lead and support the development team and provide advice on technical and quality related matters at all stages of the development process from initial scheme feasibility, consultant engagement and procurement, through to design and practical completion.

4. Provide and lead an oversight of and challenge the design programme and proposed technical solutions. In addition to engaging with the supply chain to drive efficiencies, maximise value from appropriate innovation and ensure the quality of design.
5. Lead meetings with construction professionals and clients to agree on feasibility of designs in line with the Affordable Homes for Newham Agenda and corporate plan.
6. Partner with planning service to ensure housing designs achieve the Council's, and GLA design and construction standards requirements in a timely manner to avoid delays to delivery and to achieve value for money.
7. Manage design teams to develop detailed drawings and specifications for Housing Delivery projects, specifying the materials needed for construction of projects.
8. Lead and coordinate delivery of design concepts and specifications between external contractors, including Council partner, Populo Living to ensure the built outcome meets Newham Council's expectations and objectives.
9. Lead on all planning negotiations, attend planning meetings, committees and design review panels with project leads.
10. Lead and Coordinate design development, technical reviews and delivering robust, best practice solutions; providing a functional link between consultants, contractors and the business
11. Lead on the design concept in community engagement events, effectively consulting with relevant stakeholders on design proposals. This includes implementing agreed resident input to designs, so they are visible at the end of building projects. Which includes stakeholder engagement workshops and events and leading the design and production process of all engagement material and evaluate and report outcome of engagement events.
12. Lead and Act as specialist in Design for the Housing Delivery and Regeneration Teams, working closely with the Heads of Service to meet corporate objectives and service plans.
13. To implement the Housing Delivery and Regeneration strategy's principle by promoting attractive buildings through optimising design quality in the development of design codes and technical standards.
14. Build and maintain informed client relationships, consulting with clients on issues affecting the delivery of service objectives throughout the full project life cycle, including design, procurement and management.
15. Ensure proper detailed briefings are carried out with elected members of cabinet on design development proposals to be considered, including context; physical, political and planning aspects.
16. Support Housing Delivery Team in the development of relevant reports for Elected Members and the Mayor to support decision making,

17. Lead and work closely with the Senior Construction Manager to ensure design proposals are adhered to throughout the build process, and work through any design complications in collaboration with the team to ensure success.
18. Lead on a comprehensive risk analysis; in collaboration with project leads, Employers Agent and Clerk of Works to review and quantify any technical risks and agree strategy to mitigate, off-set or eradicate the risks; or ensure there are appropriate cost and time allowances included within the overall budget and programme.
19. Lead on design taking into account cost, mixed-use strategy, functional efficiency, the market, location, the customer, sales, lettings and the “bigger picture “ from an end-product perspective.

Person Specification

Job Title: Design Lead	Service Area: Housing Delivery	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: TBC
Grade: TBC	Date last updated: December 2019	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • At least 10 year Design Lead professional experience in Architecture and Urban Design. • Design Management experience on a variety of small to large, complex housing-led projects, including brownfield sites. • Demonstrable successful delivery of housing projects on time, cost and quality. 	<p>Application Form/Interview</p>

<ul style="list-style-type: none"> • Knowledge of environmental, planning and development Process. • Commercial awareness, with a deep understanding of the impact of design on the program • Sound knowledge and understanding of leading design management in Housing delivery projects • Good understanding and demonstrable commitment to Newham’s corporate objectives and values. • Through understanding of public sector practice, political environment and a real commitment to putting people first in Newham’s diverse communities. 	<p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>Relevant qualification in Architecture and Urban Design (Ideally ARB/ RIBA registered) and at least 10years experience in housing delivery.</p>	<p>Application Form</p>
<p>CRB:</p> <p>Not applicable to this post</p>	
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Successfully delivering high quality affordable housing. • Balancing design with impact on capital and revenue cost, delivering impact assessments and options. • Managing others, including consultants, in-house teams and residents • Progressing land and regeneration schemes • Delivering complex housing design solutions for residential and mixed use • Experience of successfully dealing with multiple demanding stakeholders 	<p>Application Form/Interview</p>

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Strong ability to use design to influence community view and buy in on Affordable Housing for Newham schemes. • Able to quickly build strong relationships with team and people at all levels of the organisation • Excellent Presentation & communication skills • Ability to use initiative and analytical thinking in varying situations • Awareness of contract management skills and ability to use relevant design software • Highly organised with good planning skills and ability to meet strict deadlines • Strong budget management • Excellent report writing • Effective project management skills • Highly IT literate • Ability to successfully work in a political environment 	<p>Interview/Test</p> <p>Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>1. Focus on residents and customer outcomes</p> <ul style="list-style-type: none"> • Puts the resident at the heart of all they do • Provides the same quality of service to both internal and external customers • Responsive to resident feedback and works to understand and internalise the lived experience of our services by residents • Prioritises appropriately between the competing demands of customers and residents • Regularly reviews, and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery <p>2. Working together and collaboration</p> <ul style="list-style-type: none"> • Builds effective relationships with internal and external 	<p>Application/Interview</p> <p>Application/Interview</p>

<ul style="list-style-type: none"> • Manages their own emotions appropriately <p>7. Commercial focus (managers only)</p> <ul style="list-style-type: none"> • Always seeks value for money in all projects and initiatives • Manages and plans the use of resources and budgets effectively • Consider, and be able to articulate, the financial impact of your actions and decisions in the use of public funds • Identifies and manages the risks in a course of action • Follow the Council's Scheme of Delegation, Contract Standing Orders and Financial Regulations • Examines how partners, stakeholders and the commercial sector can support what we do 	<p>Application/Interview</p>
<p>8. Talent management (managers only)</p> <ul style="list-style-type: none"> • Takes time to coach others and looks for opportunities to delegate challenging work as a development opportunity • Encourages the sharing of best practice and supports employees to be the best they can • Treats mistakes as an opportunity to learn • Provides constructive feedback to improve performance • Identifies high and under performers and ensures people are supported to improve and/or rewarded 	<p>Application/Interview</p>