

Role Profile for:

Head of Development

Employee Ref		
Leadership Group		D
Role Profile Ref		072
Joining Date		
Last Updated		25/09/26

WE ARE ATEB

Welcome to your ateb Group role profile. Our Role Profiles connect us all with our shared ateb



Vision.

Our Shared purpose is to always deliver ...

> #1 | Creating better living solutions,

Through the adoption of a DNA that focuses on ...

> #2 | Trust | Togetherness | Empowerment.

We all have a role to play in realising our 3 strategic aims,

> #3 | To improve customer service | Serve more people | Increase business effectiveness.

The design and delivery of our services will always focus on,

> #4 | The right customer outcomes as effectively as we can.

We all have a responsibility to support our Assurance Framework by managing our,

> #5 | Risks | Controls | Tests

and we must always seek to listen, understand, and learn as ...

> #6 | Improvement is the day job

The Vision and its supporting documents form part of this role profile.

1 | ROLE DETAILS

The headline details for this role:

The key role details are as follows:		The role line responsibilities are:	
Name			Acquisition Manager
Title	Head of Development		Pre Construction Manager
Employer	ateb Group Limited		New Homes Lead
Level	Leadership Group D		Development Project Manager x 2
Report to	Executive Director for Development & Assets		Contract Lead
Directorate	Development & Assets		

2 | CUSTOMER

The service areas set the customer outcomes we are collectively working to achieve. This role will primarily contribute to the successful outcome of the following service areas but will obviously support all areas as required. See #4 Deliver for full details.

Primary Service Areas:	Outcomes:
SA/07 – Planned Improvements	Improvement programmes delivered to the customers satisfaction
SA/10 - Land	Secure the right opportunities in the right locations
SA/11 – Strategic Asset Management	Maximise our asset investment
SA/27 – Commercial Facilities	Effective working or letting environments
SA/33 – Construction	Develop the best homes possible for the long-term benefit of our customers and communities

Primary responsibilities for the above outcomes:	
1	Working with the Executive Director for Development & Assets, develop, implement and monitor ateb's Development Strategy and improvement plans.
2	Take overall responsibility for ensuring a sustainable pipeline of development opportunities is identified, developed and maintained to support ateb's long-term growth ambitions. Provide strategic leadership for business development activity, securing new opportunities, funding and investment through effective partnership working and stakeholder engagement.
3	Develop and maintain strategic relationships with Welsh Government, Local Authorities, landowners, developers, contractors, consultants, funders and other key stakeholders to support ateb's development ambitions, representing the Group externally and influencing investment, funding and partnership opportunities.
4	Take overall responsibility for the successful delivery of the development programme, ensuring projects are delivered in accordance with agreed time, cost, quality and risk parameters through effective leadership of the Development Team.
5	Working with the Executive Director for Development & Assets, provide strategic oversight of home ownership and associated commercial activities, ensuring they align with agreed business objectives, risk appetite and organisational priorities.
6	Provide commercial leadership across the development programme, ensuring investment decisions balance social value, market conditions, scheme viability, funding availability, customer demand and organisational priorities.
7	Manage and monitor development budgets, cashflow forecasts, grant funding, scheme viability and programme performance, ensuring effective use of resources, value for money and achievement of organisational objectives.

8	Ensure appropriate governance, procurement, appraisal and assurance arrangements are in place to support development projects through feasibility, design, procurement and delivery.
9	Lead, support and develop the Development Team, ensuring the service has the capacity, capability and culture required to deliver ateb's Vision. Act as a role model by demonstrating the @ateb leading and supporting principles at all times.
10	Ensure development activity operates within ateb's governance framework, delegated authorities and risk appetite, whilst contributing to the development and operation of the Group's wider assurance framework.
11	Deputise for the Executive Director for Development & Assets where required and contribute to the strategic leadership of the organisation through active participation within the Senior Management Team and Leadership Group. Provide professional advice and reporting to the Executive Team, Committees and Board on development performance, opportunities and risks.
12	Provide leadership and oversight on complex contractual, commercial and delivery matters, ensuring risks are effectively managed and disputes are resolved in the best interests of the Group.
13	Lead customer outcome management principles across all development activities, ensuring customer experience, quality, service recovery, complaints learning and service performance remain central to decision making. Drive continuous improvement through effective processes, development standards, customer handover, defects management and lessons learned.

General role responsibilities:

1	Support all other service areas as appropriate/directed to achieve their outcomes where they require my input.
2	Continually review my service area outcomes to ensure they achieve the right customer outcomes as effectively as we can.
3	Consistently demonstrates values of equality and diversity.
4	To take responsibility for my ongoing personal development.
5	To undertake any other duties as required which are compatible with the requirements of the post.

3 | GROUP

This role has the following corporate responsibilities:

Service Area	Customer Outcome	Responsibility
SA/17 – Strategy	Clarity on how we will maximise our purpose	Support the Board and EMT to help develop and deliver the right strategic priorities to achieve our strategic aims.
SA/18 – Assurance Management	To be assured we are always compliant and doing the right things	Develop and monitor processes to enable empowered decision making within our agreed assurance framework.
SA/19 – H&S	We meet our legislative and regulatory H&S requirements	Take personal responsibility to ensure that I and my team abide by the relevant legislation, the organisation's H&S systems and common sense so that I, the public, my colleagues, customers and partners are safe and secure at all times.
SA/20 – PR, Marketing & Communications	Positive growth of our brand. The right messages to the right audience at the right time	Make sure that communication with and from my team is effective and supportive to all. Promote our work with various audiences that support our Purpose, DNA and our strategic aims.
SA/22 – Business Improvement	We know where we need to improve, where we are not	Always seek to understand whether we are achieving our required outcomes, efficiently and with great customer experience and plan and deliver improvement

	compliant and where we are at risk	and growth where identified through managed change programmes.
SA/23 – Procurement & Supplier Management	To ensure we compliantly deliver Value for Money services	Make sure my team abides by the procurement rules and systems established by the ateb group. Make sure that any procurement required achieves the right outcomes.

4 | PERSONAL

This role will require the following personal attributes, qualifications, skills and experience etc.

Attribute	Requirements
Technical Competency	This is what we would like you to have, but we are happy to hear how you feel your experience, skills and knowledge meet the role requirements. Extensive leadership and management experience within the housing, development, regeneration, construction, property or related sectors, with a proven track record of leading development functions and delivering successful development programmes. Experience of developing and implementing development strategies, translating strategic objectives into business plans, operational delivery and measurable outcomes. Proven experience of identifying, appraising and progressing development opportunities, maintaining a sustainable pipeline through effective business development activity, partnership working and market engagement. Strong commercial and financial awareness, including development appraisals, investment decision making, grant funding, scheme viability, cashflow management and risk management. Experience of balancing social, commercial and strategic objectives to support sustainable business growth, effective investment decisions and positive customer outcomes. Experience of working with Welsh Government, Local Authorities, developers, landowners, consultants, contractors, funders and other stakeholders to secure and deliver development opportunities. Experience of influencing senior stakeholders, Boards, funders and development partners to achieve successful business outcomes. Experience of leading multidisciplinary teams, organisational change and continuous improvement activity. A professional qualification in a property, planning, development, construction, regeneration or project management related discipline, a relevant degree, or extensive equivalent experience and other qualifications that demonstrate the required level of technical competency has been achieved. Membership of a relevant professional body such as RICS, RTPI, CIOB, ICE, APM or equivalent would be desirable. A management qualification would also be advantageous. And another thing... we will always look at equivalent qualifications, experience or transferable skills and expertise that can be easily applied to the role. We will also consider the ability of formal qualifications to be obtained whilst in the role subject to

	the latter factors being achieved, timescale and cost. Everyone at ateb must be able to demonstrate a reasonable level of literacy and numeracy to be able to fulfil our roles, for us that usually means achieving success at GCSE/Key Skills or equivalent qualifications, but we are happy to discuss this with you.
Decision making	Confident to assess and make the right decisions for their service areas, effective translation of strategy into operational delivery, promotes clear proposals and reports to EMT and Board on key service area issues.
People management	Inspires and motivates others to develop confidence to realise their potential. Positively challenges others to deliver work to a high standard. Supports others through change. Ensure regular feedback on what has been done well and where there is room for improvement. Able to show leadership style in all interactions.
Team working	Need to create the right environment for teamwork to thrive both internally and externally. Be able to lead and participate in teams effectively
Financial control	Contributes to the overall strategic financial planning, manages budgets and maintains accurate and transparent financial information to assist with effective financial monitoring relating to the areas of responsibility.
Organisational skills	Need to prioritise own and others efforts to make sure our outcomes are achieved efficiently with great customer experience. Identifies departmental/organisational activities and resources required to meet strategic aims.
Innovation	Takes responsibility for delivering innovation and creativity within their own and others service areas through the engagement of all.
Customer service	Provide a great customer experience both internally and externally. Demonstrate the important of customer service to team and colleagues by always putting the customer first.
Project / process management	Project manage improvements within own and others service areas to ensure the desired outcomes are achieved. Ability to lead programmes of change or transformation.
Enthusiasm	Self-starter bringing personal drive and positive attitude to help all find solutions to problems. Be able to promote our DNA at all times.
Technology Competency	Confidently use and develop ICT systems to deliver and improve my service delivery. In particular, have good working knowledge of typical software solutions relating to my area of expertise and level of responsibility. Be able to make the best use of the Microsoft 365 & Office suite and usual business communication devices and systems.
Comms / PR / Marketing	Develops and maintains effective communication systems. Deals with people on complex, challenging matters and issues, requiring tact and diplomacy at times. Monitors the effectiveness of communication within their areas of responsibility. Ability to speak Welsh would be great!

5 | TERMS & CONDITIONS SUMMARY

Full details of the terms and conditions for this role can be found in your Statement of Terms and Conditions. In return for undertaking the above role, ateb will provide

Term/Condition	Detail	Additional comments
Base Salary	£TBA	Per annum paid on the 28th of the month or the previous Friday if the 28th falls on a B/H, Sat or Sun.
Salary band	5	Please refer to reward@ateb for full details.
Car user	Casual user	If you do travel off site for meetings you will need to have a car available for business use, mileage will be reimbursed at HMRC standard rate
Professional Subscription	Yes	The Group will pay for one professional subscription fee per annum.
Simply Health Scheme	Basic Level Contributions	The Group offers a contributory health plan Simply Health, you can increase your cover to suit your needs.
Hours per week	37 Hours	A flexible working system is in operation depending on your particular role and service outcomes.
Annual Leave	30 days basic (pro rata)	Plus 3 additional days (pro rata) the timing of which is at the discretion of the Group.
Place of work	ateb offices Milford Haven	A flexible working system is in operation in accordance with our Leading Principle and depending on your particular role and service outcomes you may be required to work in our offices/ premises, sites, at home or other suitable locations across Pembrokeshire/Ceredigion/Carmarthenshire but your usual place of work will be the ateb Group offices.
Learning & Development	Yes	We support our team to develop their learning
Wellbeing	Yes	A programme of team wellbeing activities.
Pension	SHPS DC	Auto enrolment arrangements are in place. Defined Contribution Scheme contributions from an employee will be matched up to an agreed limit set by Board.
DBS	No	This role is not subject to a criminal records check.

6 | WE AGREE THE ABOVE REPRESENTS MY ROLE WITHIN THE ATEB GROUP

Parties	Signature	Date
Chief Executive		

The small print:

@ Recruitment: We will seek evidence/examples through the application, interview and/or assessment centre process that you have the required skills, experiences, characteristics and attributes to succeed in this role. You will demonstrate this through a range of approaches e.g. qualifications, examples of experience, psychometric testing, evidence of training etc.

@ Induction: We will establish the key areas of support and/or any learning & development you will need to get you up and running

@ 1 to 1 reviews: We will discuss how you feel you are doing in delivering and developing your role and identify what improvements you want to achieve and what support you may need.

@ Please refer to the accompanying contract and our Vision and related documents for more details regarding this role profile and your responsibilities within the ateb group – ateb, MBH and WWCR