

Greenwich Hospital: Head of Commercial Development

Greenwich Hospital is thrilled to offer this opportunity, seeking a candidate who will strive to develop a diverse and historic property portfolio for a good cause - a charity that delivers support to Royal Navy and Royal Marines personnel, past and present, and their families.

We aspire to be innovative, proactive, collaborative and accountable. Our new management team believes in supporting a diverse and accountable team.

We can be great together. Join us.

Closing date for applications: 9am, Monday 8th February 2021

Starting date: ASAP

To apply: E-mail a copy of your CV with a covering letter (explaining why your approach and experience fits you to be the Head of Commercial Development we need) to jobs@grenhosp.org.uk.

About Greenwich Hospital

Greenwich Hospital has been providing crucial support to serving and retired Royal Navy and Royal Marines personnel and their families for over 300 years. Our focus is on proactive, impactful and empowering interventions to improve the lives of our beneficiaries.

Based out of our central London head office, a small, nimble team manages around £4m spend on charity every year, and around £350m of assets. We are a Crown charity supporting Naval Charities throughout the UK, funded by income received from our property and equity investments. There are no public funds donated.

The Hospital follows the Charities Commission guidelines, and is audited by the National Audit Office. We are connected to the MOD and the Royal Navy.

Job title:	Head of Commercial Development
Department:	Property
Salary range:	£48,000-£55,000 (FTE salary, pro-rated dependant on days)
Working hours:	Mon-Fri, 9am-5pm (1hr lunch) – Negotiable 3 to 5 days per week
Location:	London (may include some time working from home and travel)
Reports to:	Director of Finance & Resources or Director Greenwich Hospital (TBC)
Manages:	n/a
Works with:	External property consultants and agents, Director GH, Director of Finance & Resources, Head of Asset Management.

Job Purpose

- Oversee delivery of key Greenwich Hospital (“GH”) development projects, including a current large-scale development on our Northern Estate being marketed for sale, working with agents and consultants
- Lead on liaison with consultants, agents and GH Directors to develop other opportunities for sale across the portfolio in order to meet financing needs
- Prepare reports on property developments, and ensure that relationships are managed well
- Review opportunities as they arise to provide suitable analysis and recommendations to GH Directors and non-executives
- Support implementation of GH’s overall investment strategy

Key responsibilities

- Provide advice to the Senior Leadership Team on the suitability of future development opportunities
- Identify and manage development opportunities within the portfolio creating value through planning gain
- Manage the pipeline of opportunities in line with agreed programme dates
- Work with our external estate managers to prepare suitable plans for taking to market properties that can be sold appropriately to meet strategic aims
- Engage with the Head of Asset Management to develop ideas for suitable changes of use that would deliver strategic objectives including financial gain and sustainability
- Provide or ensure (as appropriate) proper project management of development projects
- Support the GH Director and Director of Finance & Resources in preparing necessary advice and reports for the Advisory Panel and Advisory Board
- Engage regularly with contractors working on property developments, managing communications such that all works schedules run smoothly, and payment plans are met
- Liaise with external consultant(s) to prepare reports, including risk registers and cash flows (supported by the Finance team)
- Liaise with our legal partners to ensure all necessary documents are appropriately handled
- Ensure maintenance of Greenwich Hospital records associated with transactions
- Report to development project board meetings on progress
- Attend appropriate meetings with our external estate managers

Accountabilities

- Maximising of returns and values of the GH property assets, to support the ongoing delivery of GH's charitable objectives
- Accurate records of GH's property portfolio and its management
- Good governance and project management of development projects through appropriate stages
- Relationship management with partners (internal and external)
- Compliance with regulation and legislation, as well as internal policies and procedures

Goals

- Successful delivery of development opportunities to budget
- Optimised sales that deliver appropriate returns
- Optimised changes of use that deliver appropriate returns
- Maintenance of high standards across the property portfolio

Knowledge, skills & abilities

Item	Essential (E) Desirable (D)
Detailed knowledge of development (planning & design) and delivery process	E
Detailed knowledge of financial and risk appraisal of projects, as well as budget management	E
Commercial acumen	E
Proven ability to develop constructive relationships with external parties to ensure project success	E
Knowledge of property regulations and legislation	E
Project management and contract management	E
Detailed knowledge of financial and risk appraisal of property assets	E
Excellent written and oral communication skills	E
Detailed knowledge of valuation methods and practice	D
Detailed knowledge of optimising tenancy agreements	D

Education & Experience

Item	Essential (E) Desirable (D)
Proven experience within a development or other property-based organisation	E
Experienced in implementing procedures and practices to ensure effective project control and reporting at Board level	E
MIRPM, RICS or similar qualification	D
Experience in dispute resolution	D

Person Specification

- Act with integrity, honesty and professionalism at all times
- A strong ambassador to both internal and external contacts
- Treats all people with respect and dignity
- Takes responsibility for actions, and remains accountable
- Team player