

Job Description

Job Title: **Divisional Managing Director**

Reports to: **Group Managing Director**

Job Purpose: To manage and develop a subsidiary Division of Redrow to deliver objectives as agreed with the Main Board. To deliver required financial and other targets. To take overall responsibility for the management of all current activities, development and implementation of future strategy for the division, and the management and motivation of the division team to deliver that strategy.

Be involved in the overall management and development of the Group.

Responsible for:

Staff:

Entire divisional team to include all heads of department and senior management, office-based professional and administration staff, site based managers and sales staff and site-based operatives.

Budgets:

To be agreed with the Group Managing Director.

Scope:

The Divisional Managing Director, in conjunction with the heads of department and the and senior management, has overall responsibility for the preparation of budgets and strategic plans for the division for presentation to the Group Managing Director and Main Board.

The Divisional Managing Director, in liaison with the Group Managing Director, sets targets for the division and is responsible, working with the management team, for delivering those targets. Key target areas include land acquisition, return on capital employed, forward sales, profitability and customer satisfaction levels.

The Divisional Managing Director represents Redrow in the wider community and is expected to behave accordingly and develop and maintain links with land agents, the local business community, and planning authorities.

Key Responsibilities:

Management of the Business

- Overall responsibility for the general running of the business at all times seeking to achieve objectives whilst maintaining the appropriate balance between opportunity and risk
- Implement appropriate strategies and processes to ensure delivery of company targets
- Chair and direct the monthly divisional board meeting ensuring key decisions are taken in the best interests of the division and the Group
- Adhere to all Redrow's reporting requirements and in addition to alert the Group Managing Director to significant opportunities or risks as they arise
- Ensure the Division runs in accordance with Company Policies and Procedures and the sharing of best practice with other Home divisions

- Implement policy and procedures for all disciplines including sharing best practice with other Home divisions
- Responsible within the Division for the delivery of Customer Care
- Chair and direct a weekly management meeting with all Heads of Departments to ensure that all aspects of the business are performing to target and put in place remedial measures where necessary
- Chair weekly sales/build meetings and sign off sales prices
- Chair monthly cost/value comparison (CVC) meetings to ensure costs are properly controlled
- Liaise closely with all Heads of Department to ensure a working knowledge of the progress to date and issues arising in each department at any time
- Attend and contribute to Managing Director's forums as called

Staff

- Enable the right number, level and calibre of staff to be recruited and developed to support the division's business and future development
- Lead, motivate, communicate with and develop staff to achieve best performance to meet the division's needs
- Identify staff for future *career progression and work with the Group Managing Director and Human Resources Department to ensure their development*
- Host an annual conference for all staff to communicate the division's performance and future strategy
- Ensure that all appropriate information from Divisional Board meeting is communicated to staff and encourage staff to voice their concerns or suggestions for improvement
- Ensure that all staff understand the requirements of their job and perform to a satisfactory standard
- Promote a Customer Care focused culture in the business

Health & Safety

Overall responsibility for the provision of effective Health & Safety for the division in accordance with Redrow's Health & Safety policy and with the support of the Group Health & Safety function. In carrying out this important duty the Managing Director has the full backing of the Main Board.

Land Acquisition

- Develop contacts in the local business community to provide quality land leads for the division
- Personal involvement, by way of support, guidance and attending meetings, in securing land deals
- Attend all monthly land meetings
- Maintain at all times an accurate picture of the progress of all land dealings
- Develop a working knowledge of Redrow's land acquisition system

These are illustrative duties which may evolve over time and the post holder will be expected to undertake the duties which serve the best interests of the Company.