

Regeneration Manager – Job Description

Position Details	
Post	Regeneration Manager
Service Area	Regeneration, Planning and Development / Regeneration
Reports to	Head of Area Regeneration (one of three)
Grade	PO8
Job Family	

Role Purpose
<ul style="list-style-type: none"> • This postholder will sit in the Regeneration team, and contribute to the delivery of the council's regeneration programmes • To manage the delivery of regeneration sub-area or theme, reporting into a Head of Area Regeneration • To work with the council's strategic development partners on the delivery of regeneration programmes and initiatives • To provide briefings to members and senior officers as required • To liaise with landowners and key partners • To commission as necessary capacity studies, feasibilities, options appraisals or design briefs and agree subsequent steps with partners including residents, local stakeholders and Members. • To develop project ideas from conception, through to approvals, procurement and delivery • To ensure a robust communications strategy is developed and delivered for residents, local stakeholders and other key partners • To work with the Head of Socio-Economic Regeneration, Tottenham to ensure delivery of the People priority across our regeneration activities. • To provide regular management updates into the Regeneration Programme reporting structure. • To manage staff and budgets as required

Main Responsibilities
<ol style="list-style-type: none"> 1. To develop client briefs and work effectively within relevant Council policies and procedures in order to ensure the Tottenham programme is delivered on time, to budget and to the expected quality standard, and that any professional support and advice is procured in an efficient and effective manner. 2. To take a lead on a key regeneration theme (e.g. Design, Workspace etc) on behalf of the wider programme.

3.	To ensure that all projects are developed through a project framework and are subject to the required process level, business case and investment appraisal procedures ensuring that best value is achieved. To provide detailed advice on the financial viability of any Council development proposals.
4.	Ensure that programme targets and milestones are defined, monitor progress and provide regular reports to the council's Corporate Plan governance structures.
5.	To manage Regeneration Officers and Community Engagement Officers.
6.	Plan, commission and conduct appropriate resident and stakeholder engagement as required.
7.	To prepare and submit reports and briefings, including Cabinet reports as part of the Council's formal democratic processes, ensuring input from key teams as required, managing stakeholders to ensure timescales and high quality standards are achieved.
8.	To ensure that Cabinet Members, Councillors, MPs and other elected members as well as senior managers are appraised of and engaged in the estate regeneration fund work, including providing regular reports.
9.	Work closely with the Housing Strategy and Commissioning Manager, Planners, Regeneration Officers, Homes for Haringey and others to ensure opportunities are identified and realised.
10.	To develop effective relationships with the Greater London Authority and Central Government to maximise housing investment funding and other opportunities relevant to the various funding programme opportunities that arise.
11.	To ensure Member/MP enquiries, Freedom of Information requests, customer complaints and other enquiries are dealt with effectively, ensuring a comprehensive response which has been reviewed by relevant internal senior officers where appropriate, and ensuring that where necessary providers take the appropriate remedial action.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Strong track record of successful engagement with residents, leaseholders, elected members, community groups and other stakeholders, building positive and productive working relationships.	Essential
2. Experience of taking regeneration projects forward from conception to delivery	Essential
3. Experience of taking forward development sites	Essential
4. Strong understanding of regeneration policy environment, the London Housing market, the housing policy landscape, the challenges facing local authorities in housing, and the external funding sources available.	Essential
5. Understanding of financial modelling and experience of scrutinising development and investment appraisals.	Desirable

6. Experience of project and programme management – developing, implementing, maintaining and monitoring projects to tight deadlines.	Essential
7. Experience of managing staff, and coordinating work across service areas where other officers are leading on delivery.	Essential
8. Experience of commissioning and managing work from external consultants.	Essential
9. Experience of budget management – monitoring, reporting, authorising spend.	Essential
10. Ability to write high quality reports and publications in good English to tight deadlines, and present information clearly to range of audiences.	Essential
11. Numerical and financial competence, including IT in Word and Excel, in order to analyse and aggregate data, manage significant budgets and evaluate performance.	Essential
12. Willing to attend meetings, events in the evenings and weekends as required	Essential
Qualifications	
13. Educated to degree level or equivalent.	Essential
14. A regeneration or housing related qualification is desirable.	Desirable

Main Contacts & Other Information
<u>Main Contacts:</u> <ul style="list-style-type: none"> • Housing, Regeneration and Planning colleagues • Homes for Haringey colleagues • External partners

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	10%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	5%

Outdoor work involving uneven surfaces.

No

Standing or sitting for prolonged periods.

No

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Likely to be responsible for programme budgets up to £5m
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
No
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No