

Job Profile

Position Details	
Post	Socio Economic Regeneration Manager, Tottenham
Service Area	Regeneration
Reports to	Head of Socio Economic Regeneration
Grade	PO7
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To lead on the development and commissioning of a range of socio economic programmes, projects and initiatives to support the delivery of the Tottenham Strategic Regeneration Framework People Priority. 2. To work with Developers, council departments, partners and stakeholders to develop socio economic programmes and projects and ensure that Tottenham Regeneration Socio Economic activity adds value to and supports Haringey's Borough Plan improving outcomes for local people.

Main Responsibilities
<ol style="list-style-type: none"> 1. Develop and manage a programme of socio economic projects and initiatives (funded through external funding sources) that support the Tottenham People Priority outcomes and Haringey Corporate Plan and new Borough Plan objectives. 2. Oversee the delivery of any commissioned programmes and associated outcomes and targets. 3. Act as a point of expertise on best practice on socio economic interventions that deliver the best outcomes in line with Tottenham People Priority objectives. 4. Lead on the development of the business cases for our new Community Hubs working closely with local stakeholders, council service areas and development partners and manage the delivery of the agreed hub model. 5. Co-ordinate activity with local third sector and community stakeholders and our strategic Third Sector Partner Bridge Renewal Trust to strengthen community level response to Tottenham People Priority Outcomes and leverage additional funding to support this. 6. Lead on the development of socio economic indicators and measures to assess social impact of the Tottenham Programme. 7. To work with Council services and external stakeholders to ensure socio economic regeneration programmes add value to existing services and address Borough Plan

outcomes and tackle agreed gaps in service.

8. Work closely the Regeneration Community Engagement Officers to ensure that feedback and themes from community engagement shapes socio economic programme development.
9. Work closely with Haringey's Skills and Employment Team to ensure the delivery of s106 skills and training plans for Tottenham representing the Regeneration Team at the Haringey Employment Recruitment Partnership providers forum.

Generic Responsibilities

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. Experience of developing, managing and monitoring socio economic programmes and projects to tight deadlines and on budget	Essential
2. Up to date knowledge of relevant national, regional, sub-regional and local policies in education, skills and employment and enterprise delivery and funding mechanisms.	Essential
3. Strong track record of working with senior level public, private and third sector stakeholders	Essential
4. Experience of involving service users in the planning and/or delivery of services	Essential
5. Experience of managing staff, and coordinating work across service areas where other officers are leading on delivery.	Essential
6. Experience of commissioning and managing work from external organisations	Essential
7. Ability to write high quality reports and publications in good English to tight deadlines, and present information clearly to range of audiences.	Essential

8. Numerical and financial competence, including IT in Word and Excel, in order to analyse and aggregate data, manage significant budgets and evaluate performance.	Essential
9. Willing to attend meetings, events in the evenings and weekends as required	Desirable

Main Contacts & Other Information
<u>Main Contacts:</u> Head of Socio Economic Regeneration Head of Skills and Training Head of Area Regeneration Ward Councillors Community Engagement Officers Other Heads of Service and Assistant Directors

Organisational Structure
Please provide organisation structure chart.

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?				No
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.	Y		Use of a computer.	Y	70
Audio typing.	Y		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	N	

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

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

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:

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:

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:

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:

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: