



## Regeneration, Planning and Development

### Regeneration Programme

#### Regeneration Officer – Job Description

<b>POST:</b>	Regeneration Officer / Principal Regeneration Officer
<b>GRADE:</b>	PO4 - 06
<b>RESPONSIBLE TO:</b>	Regeneration Manager
<b>RESPONSIBLE FOR:</b>	May include line management of a graduate

#### BASIC OBJECTIVES OF THE POST

1. To lead on the conception, implementation, project management and reporting, and successful delivery of regeneration projects in Tottenham as part of the Tottenham High Road Regeneration Programme, in line with the Council's growth objective.
2. To use best practice project management to achieve efficient and effective delivery of regeneration projects including budget monitoring, project review, project evaluation, communication, and stakeholder engagement.
3. To support the Head of Area Regeneration to develop and manage working relationships with stakeholders, development partners, and residents to provide a high quality, proactive, and solution-focused approach to achieving regeneration outcomes.

#### MAIN DUTIES & RESPONSIBILITIES

##### All levels: PO4-PO6

1. Lead on the delivery of the projects in Tottenham, working with the Regeneration Manager or Principal Regeneration Officer.
2. Work in multi-disciplinary teams tasked with the delivery of regeneration projects and take responsibility for the organisation, coordination, supervision and reporting of projects to deliver successful results on time, within budget and to agreed outputs and outcomes.

3. Identify and bid for internal and external funding sources to assist with the delivery of regeneration projects. Prepare funding applications, monitoring reports/returns and appraisals on behalf of the Council.
4. Work in partnership with a wide range of stakeholders to identify and develop regeneration opportunities throughout Tottenham and to lead on and achieve effective internal and external stakeholder liaison and engagement in regeneration projects and programmes. Maintain successful relationships with key stakeholders and partners including senior council officers, Members, community, and voluntary groups, GLA, TfL, developers, statutory bodies.
5. Manage multi-disciplinary projects including consultation, programming, planning and co-ordination.
6. Commission studies and appoint and manage technical consultants and other advisers required from time to time, including instructing solicitors and assist in the execution of the strategic development priorities identified in the Council's Programme.
7. Apply a rigorous financial management and business planning approach to project management ensuring strict cost/time management against budgets.
8. Ensure that project risks and issues are identified, assessed, effectively managed, reviewed, recorded, and reported on a regular basis.
9. Deputise for the Regeneration Manager and Principal Regeneration Officer, as required or directed.
10. Prepare effective reports and briefings, demonstrating excellent verbal and written communication and negotiation skills, tailored to the audience, and focussed on the successful delivery of projects.

#### **Additionally, at PO5**

11. Establish, lead and work in multi-disciplinary teams tasked with the delivery of regeneration projects and take responsibility for the organisation, coordination, supervision and reporting of projects to deliver successful results on time, within budget and to agreed outputs and outcomes.
12. Ensure regeneration issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders.

13. Unlock and deliver regeneration opportunities using a range of mechanisms including site development/appraisal process, public realm schemes, economic development programmes and where applicable estate regeneration.
14. Manage large, multi-disciplinary projects including consultation, programming, planning and co-ordination.
15. Develop service level agreements with service providers and partner agencies as required and ensure effective monitoring of contracts.
16. Deputise for the Regeneration Manager across the full range of service responsibilities, as required or directed.
17. Manage graduate trainee or other junior project officer or equivalent staff that may be based within the team

#### **Additionally, at PO6**

18. Manage complex projects and programmes with limited oversight from the Head of Area Regeneration, driving the delivery of the key elements of the regeneration programme.
19. Take overall responsibility for the successful delivery of grant funded programmes.
20. Responsible for motivating a project team, identifying tension and conflict between individuals and/or groups and taking steps to find a resolution.
21. Identify, analyse, and develop responses to commercial risks.
22. Monitor the financial viability of schemes / projects and provide financial input to colleagues, engaging external consultants if appropriate.
23. Proactively search out sites for urban regeneration, targeting derelict or underused land, and develop action plans and master plans for these sites and areas from a regeneration perspective.
24. To use own initiative to develop and deliver innovative solutions to secure regeneration.
25. Act as advocate for the Council and its policies in local, sub-regional, regional and national strategic partnerships.



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26. Seek joint ventures / joint working with other public sector organisations and agencies, including working with neighbouring authorities to ensure integrated regeneration investment.
27. Negotiate with developers on behalf of the council to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected.
28. Be recognised as an expert by other senior professionals and called on by others for advice, support, and guidance.

### **Corporate Responsibilities**

1. Promote a 'one organisation' approach.
2. Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.
3. Ensure compliance with appropriate legislation, Council policies, standing orders, financial regulations, and other requirements of the Council.
4. Represent the service / team at internal and external meetings.

### **Service**

1. Put forward new and innovative ways of delivering services that provide high quality and good value for money.
2. Implement consistently high-quality service standards and levels of customer service and monitor performance using the Council's project management approach.

### **People**

1. Work collaboratively and make sure that this supports the delivery of specific projects and corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Take responsibility for continuing self-development and participate in training and development activities.



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#### **Resources**

1. Monitor the budget for projects, ensuring it is effectively controlled within limits, driving down spend where appropriate.
2. Hold staff/contractors/consultants to account to provide services that are delivered or procured that represent value for money.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Understanding, knowledge, and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
2. Sound knowledge and experience of using IT.
3. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
4. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

#### **Criteria for Progression**

The purpose of the career grading for the post is to enable the post holder to develop their career by building on their skills, experience and abilities as well as help the Council improve its internal capacity in project and programme management.

The post holder will be appointed at a level that is agreed prior to starting in the post based on the proven skills, abilities and experience the post holder has demonstrated at the time of the appointment.

Progression to PO5 and PO6 is not automatic and will be based on the post holder being able to demonstrate that they have been or are able to perform the additional duties in full and consistently. Progression will always be subject to the availability of funding.

Progression will be considered as part the post holders appraisal (My Conversation) and will be considered at least annually.

Progression through the spinal points within the agreed grade will be as set out in the Council terms and conditions.



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#### The Person

The post holder will have practical experience of developing and managing regeneration projects, with a track record of forging partnerships with local stakeholders, including businesses and engaging communities to deliver area-wide regeneration. This may include housing, economic development, socio-economic or public realm projects or programmes.

The post holder will have experience of project initiation, development, delivery, and management including budget management, stakeholder engagement and monitoring; and experience of successfully procuring and managing consultants/contractors from tender stage through to completion of contracts/work.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

#### Abilities/Experience

- Experience of managing major regeneration schemes / projects: physical, social, and economic in a town centre
- Experience of working in a physical, social, and economic regeneration setting with a clear understanding of the challenges that presents
- Experience of developing and sustaining successful partnership working across the public, private and third sectors to bring forward and deliver regeneration projects.



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- Experience of negotiating with developers or other parties on behalf of an organisation to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected
- Experience of managing and motivating a project team
- Experience of commissioning work from consultants and management of delivery of agreed outputs.
- Experience of managing and being accountable for budgets, programmes, and projects, ensuring that financial records and systems are maintained and processed and that budget allocations are monitored and controlled.
- Experience of project and programme management including project initiation, reporting (milestones, risks and issues, outputs) and evaluation.
- Extensive commercial experience and the ability to look at funding models that extend beyond the sole use of grant provision.
- Ability to get buy in and commitment to the service's vision and priorities from key stakeholders and commitment to taking steps to ensure the involvement of all sectors of the community in all aspects of the services work.
- Ability to employ a range of influencing strategies.
- Willingness to attend meetings and events as a Council representative outside of working hours when required.

#### **Qualifications**

- Educated to degree level or equivalent in an appropriate field.

#### **Knowledge/Skills**

- Expert knowledge and understanding of legislative and contextual framework affecting the work of the service and a detailed understanding of regeneration and economic growth issues in London.
- Knowledge and experience of the retail and commercial sector and working with developers.



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- Experience of successfully developing business networks and contacts to achieve specified outcomes.
- Evidence of working with, and achieving service change, in the business community and public agencies.
- Some knowledge of development processes.
- Excellent political awareness and ability to advise elected members on policy choices and develop positive partnerships with elected Members.
- Confidence and proven ability to brief managers, Members and stakeholders on regeneration issues and projects.
- Excellent understanding and knowledge of financial management and funding arrangements for local government and the opportunities offered by the Private Sector
- Commitment to develop and update professional expertise and that of the team.
- Excellent analytical skills and ability to present findings to variety of audiences.
- Strong communication style and ability to create momentum and excitement about the service's work.
- Robust approach to protecting the Council's interests

### Competencies

**Impact & Influence** Ability to get buy in and commitment to a shared vision from key influencers and service teams. Has a strong communication style and creates momentum and excitement about what needs to be done. Employs a range of influencing strategies.

**Achievement Focus** Shows determination over time to achieve goals within approved budgets, overcomes challenges & obstacles. Takes calculated risks, based on learning & experience to achieve longer term service improvements.





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**Leading People & Teams** Provides direction & clarity. Creates conditions that enable teams to perform at their best. Demonstrates a highly visible and effective leadership style underpinned by the values of the organisation.

**Analytical & Conceptual Thinking** Employs a range of techniques to see the “wood from the trees”. Able to make sense of complex data and explain to others. Links & implements big picture to operational.

**Self-Awareness & Confidence** Knows own strengths & limitations in providing leadership that makes a difference.

**Use of Power/Hold to Account** Holds others accountable for delivery of targets and is directly accountable for Service performance.

**Organisational Awareness & Networking** Recognises & addresses underlying problems, opportunities or political forces affecting the organisation. Demonstrates systematic ways of keeping informed through wider networks.

**Empowering & Developing Others** Provides spaces for people to be creative, innovative & take risks so they can develop in confidence & ability. Develops strategy & decision making with management team. Engages with customers & stakeholders to involve them in the development of the service.