

# Job Profile

Position Details	
Post	Town Centre Regeneration Officer
Service Area	Housing, Planning and Regeneration/Regeneration/South Tottenham
Reports to	Tottenham Town Centre Growth Manager
Grade	PO6
Job Family	To be completed by HR

Role Purpose
<p>The post holder will have practical experience of developing and managing town centre focused regeneration projects, with a track record of forging partnerships and engaging businesses to deliver improvements. This may include town centre management, economic development, socio-economic or public realm projects or programmes.</p> <p>Project initiation, development, delivery, and management including budget management, stakeholder engagement and monitoring. Experience of successfully procuring and managing consultants/contractors from tender stage through to completion of contracts/work.</p> <ol style="list-style-type: none"> <li>1. To lead on the conception, implementation, project management and reporting, and successful delivery of town centre management and regeneration projects in Tottenham as part of the Tottenham Regeneration Programme, in line with the Council's growth objective.</li> <li>2. To use best practice project management to achieve efficient and effective delivery of town centre management and regeneration projects including budget monitoring, project review, project evaluation, communication and stakeholder engagement with a focus on the local business community.</li> <li>3. To support the Tottenham Town Centre Growth Manager to develop and manage working relationships with the local business community, stakeholders, development partners, and residents to provide a high quality, proactive, and solution-focused approach to achieving town centre regeneration outcomes.</li> </ol>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Lead on the delivery of town centre-related projects in the Tottenham Regeneration Strategic Regeneration Framework Delivery Plan, working to the Tottenham Town Centre Growth Manager.</li> <li>2. Establishing, leading and/or working in multi-disciplinary teams tasked with the delivery of complex regeneration projects and take responsibility for the organisation,</li> </ol>

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 town centre regeneration projects. Prepare funding applications, monitoring reports/returns and appraisals on behalf of the Council.
4. Work in partnership with the local business community to identify and develop town centre regeneration opportunities throughout Tottenham and to lead on and achieve effective internal and external stakeholder liaison and engagement in these projects and programmes. Maintain successful relationships with key stakeholders and partners including business forums and partnerships, individual businesses, senior council officers, Members, community and voluntary groups, GLA, TfL, developers, statutory bodies.
5. Ensure town centre and business-related issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders and in projects run by other directorates and stakeholders.
6. To use own initiative to develop and deliver innovative solutions to secure town centre regeneration in Tottenham. Work with existing and help to establish new business forums (geographically or sector based), helping to build their capacity to deliver positive change.
7. Act as council representative on local business forums and partnerships, including facilitating and administering meetings as and when required outside normal working hours on occasion.
8. Manage large, complex and multi-disciplinary projects with a business support / town centre focus including consultation, programming, planning and co-ordination.
9. Commission studies and appoint and manage technical consultants and other advisers required from time to time in order to conduct projects, research or town centre health check data analysis
10. Develop service level agreements with service providers and partner agencies as required and ensure effective monitoring of contracts.
11. Apply a rigorous financial management and business planning approach to project management ensuring strict cost/time management against budgets.
12. Ensure that project risks and issues are identified, assessed, effectively managed, reviewed, recorded and reported on a regular basis.
13. Deputise for the Tottenham Town Centre Growth Manager across the full range of service responsibilities, as required or directed.

14. 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.

#### 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
<b>Knowledge/Skills</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	E
<ul style="list-style-type: none"> <li>Some knowledge of development processes.</li> </ul>	D
<ul style="list-style-type: none"> <li>Excellent political awareness and ability to advise elected Members on policy choices and develop positive partnerships with elected Members.</li> </ul>	E
<ul style="list-style-type: none"> <li>Confidence and proven ability to brief managers, Members and stakeholders on regeneration issues and projects.</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent understanding and knowledge of financial management and funding arrangements for local government and the opportunities offered by the Private Sector</li> </ul>	D
<ul style="list-style-type: none"> <li>Commitment to develop and update professional expertise and that of the team.</li> </ul>	D
<ul style="list-style-type: none"> <li>Excellent analytical skills and ability to present findings to variety of audiences.</li> </ul>	E
<ul style="list-style-type: none"> <li>Strong communication style and ability to create momentum and excitement about the service's work.</li> </ul>	E
<ul style="list-style-type: none"> <li>Robust approach to protecting the Council's interests</li> </ul>	E
<b>Qualifications</b>	

<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in an appropriate field.</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of managing major town centre regeneration schemes / projects: physical, social and economic</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of working in a town centre management / economic regeneration setting with a clear understanding of the challenges that presents</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of developing and sustaining successful partnership working with the private sector to bring forward and deliver regeneration projects.</li> </ul>	E
<ul style="list-style-type: none"> <li>• 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</li> </ul>	D
<ul style="list-style-type: none"> <li>• Experience of managing and motivating a project team</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of bid writing in partnership with external stakeholders, preferably businesses/business forums and of successfully securing funding for project delivery</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of commissioning work from consultants and management of delivery of agreed outputs.</li> </ul>	E
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of project and programme management including project initiation, reporting (milestones, risks and issues, outputs) and evaluation.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Extensive commercial experience and the ability to look at funding models that extend beyond the sole use of grant provision.</li> </ul>	D
<ul style="list-style-type: none"> <li>• <b>Impact &amp; Influence</b> 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.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to employ a range of influencing strategies.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Willingness to attend meetings and events as a Council representative outside of working hours when required.</li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Achievement Focus</b> Shows determination over time to achieve goals within approved budgets, overcomes challenges and obstacles. Takes</li> </ul>	E

calculated risks, based on learning and experience to achieve longer term service improvements.	
<ul style="list-style-type: none"> <li>• <b>Leading People &amp; Teams</b> Provides direction and 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.</li> </ul>	E
<ul style="list-style-type: none"> <li>• <b>Analytical &amp; Conceptual Thinking</b> Employs a range of techniques to see the “wood from the trees”. Able to make sense of complex data and explain to others. Links and implements big picture to operational.</li> </ul>	D

Main Contacts & Other Information
<ul style="list-style-type: none"> <li>• Tottenham Town Centre Growth Manager</li> <li>• Head Area Regeneration (South Tottenham)</li> <li>• Regeneration Programme Management Team</li> <li>• Tottenham Traders Partnership and Businesses in Tottenham</li> <li>• Senior officers in other relevant service areas including Environment, Planning, Finance, Legal and Equalities</li> <li>• Cabinet Member for Regeneration and local ward councillors</li> </ul>

## 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/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

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	80%	Use of a computer.	y	80%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

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

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Managing resources directly associated with the responsibilities of the role as well as IT equipment and other office resources as required.
<b>Cash/Financial Resources</b> - 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:
Managing SAP data as requested.
<b>Plant/Equipment</b> - 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:
N/A
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
<b>Data Systems</b> - 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:
This post will be responsible for managing finance and data systems, information that will frequently be of a confidential nature and aligning processes across a number of teams and functions.
<b>Buildings</b> - 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:
N/A