



**Regeneration, Planning and Development**  
**Tottenham Regeneration Programme**

**Regeneration Project Officer – Job Description**

<b>POST:</b>	Regeneration Officer
<b>GRADE:</b>	PO4-PO6
<b>RESPONSIBLE TO:</b>	Regeneration Manager or Principal Regeneration Officer
<b>RESPONSIBLE FOR:</b>	No direct reports

**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 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 Area Regeneration Manager 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**

1. Lead on the delivery of the projects in the Tottenham Regeneration Strategic Regeneration Framework Delivery Plan, working to one of the Regeneration Managers.
2. Establishing, leading and/or working in multi-disciplinary teams tasked with the delivery of complex 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. Ensure regeneration issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders.
6. To use own initiative to develop and deliver innovative solutions to secure regeneration in Tottenham. 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.
7. 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.
8. Manage large, complex and multi-disciplinary projects including consultation, programming, planning and co-ordination.
9. 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.
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 Area Regeneration 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.

### **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.

### **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.



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**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.



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### Regeneration Project Officer – Person Specification

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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 and engaging communities to deliver area-wide regeneration. This may include housing, economic development, socio-economic or public realm projects or programmes.

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.

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
- 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.
- 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.
- 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.

**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.

The employee's duties require the following activities: -

	Yes		Yes
Office duties	✓	Outdoor work / uneven surfaces	
Use of a computer	✓	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work		Outdoor work or extremes of temperature	
Crisis or conflict situations		Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	✓	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs		Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	