

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Regeneration Officer |
| HBC Grade: | **HBC8** |
| Service: | **Regeneration** |

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| **Main Purpose of the Role** |
| To support departmental Regeneration Managers in delivering the Council’s regeneration programmes in accordance with the borough’s Mersey Gateway Regeneration Plan and emerging Local Development Plan and Core Strategy Key Areas of Change.  To contribute to the management of existing and future programmes within these areas. To work as an integral part of multi-disciplinary project teams in these areas; providing specialist professional input to support the delivery of multi-agency led regeneration programmes and projects. |

In all the following areas you will be working to a policy of continuous improvement, alert to best practice in the authority and elsewhere.

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| **Key Duties** | |
| **1.** | To take a key role in the development, co-ordination and monitoring of capital development projects which are integral to the regeneration activities within the Mersey Gateway Regeneration Plan and emerging Local Development Plan. |
| **2.** | To manage and take direct responsibility for appropriate projects, principally ‘Key Projects’ within the Key Areas of Change as part of the development and implementation of the Council’s Capital Programme. |
| **3.** | Organise and develop public consultation exercises for the Regeneration Programme and Action Plan projects. To advise and work with the Regeneration Partners and Halton Strategic Partnership in such consultations with the public. |
| **4.** | To liaise closely and maintain a dialogue with all partners and funding agencies involved in the Regeneration of the Borough. |
| **5.** | To co-ordinate activity within the Council and liaise with key Regeneration Partners to deliver the implementation of respective Regeneration programmes. |
| **6.** | To work with the External Funding Team to prepare, submit and negotiate funding applications, planning applications, to the relevant funding providers. This will include private sector investment |
| **7.** | To contribute to the effective monitoring and evaluation of programmes and projects. |
| **8.** | To contribute to the development of appropriate policies and strategies as appropriate. |
| **9.** | To be responsible for the supervision of such staff as may be required for project development. |
| **10** | To assist as and when necessary in the department’s administrative arrangements and to maintain a comprehensive records system. |
| **11** | To take the lead on providing and or obtaining specialist advice on regeneration themes e.g. Housing, Industrial Property, Land Remediation. |
| **12** | To report to and advise the Council’s Executive Board, PPBs and Steering Groups committees as may be necessary on programme and project matters. |
| **13** | To lead on the preparation of agendas and papers for respective regeneration steering groups. |
| **14** | To represent the Operational Director and the Regeneration Manager as and when necessary. |
| **15** | To provide advice and support to implementation bodies to ensure that the programme’s objectives and targets are met. |
| **16** | To undertake any other duties as may be required from time to time, which are commensurate with the grade of the post. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Relevant Degree or equivalent | Professional qualification i.e. RICS, MCIOB, MRTPI, MIED | Application.  All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Have an extensive experience of project management and implementation of physical regeneration programmes and projects. | Knowledge of the mechanisms and objectives of regeneration programmes and an understanding of general regeneration issues. | Be able to demonstrate good negotiating skills and show how these have been successful in the regeneration area. | Application / Interview /Assessment |
| Have experience of, and involvement in, the implementation of regeneration initiatives. | Knowledge of regeneration funding mechanisms, and a familiarity with application procedures. | Have the ability to work flexibly as part of a small team, working to tight deadlines | Application / Interview /Assessment |
|  |  | Be able to demonstrate excellent organisational abilities, coupled with a high level of self-motivation and enthusiasm. | Application / Interview /Assessment |
|  |  | Have excellent oral and written communication skills. | Application / Interview /Assessment |
|  |  | Be computer literate and able to demonstrate an ability to use Microsoft Office and Project Management software. | Application / Interview /Assessment |
|  |  | An ability to drive a car. | Application/Interview/Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Be able to demonstrate experience of working in a partnership or public sector environment. | A knowledge and understanding of Urban Design principles and the contribution they make to sustainable regeneration. | Experience of GIS software packages. | Application / Interview /Assessment |
| Be able to demonstrate experience of community consultation.  Be able to demonstrate experience of making a positive input into strategy and policy setting in an organisation involved in Urban Regeneration. | Knowledge of construction processes and service/contract procurement. |  | Application / Interview /Assessment |
| Experience in a specialism that is able to contribute to a team approach to projects implementation will be especially valued. |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Plenty of enthusiasm and drive is needed to carry out the work involved in this post. |  | Application and interview. |
| Be able to represent the Council at various forums including programme management boards. |  | Application and interview. |
| Be prepared to accept the extreme demands of the Urban Regeneration programme with drive and enthusiasm. |  | Application and interview. |
| Show commitment to a partnership approach in delivering complex solutions addressing community needs |  | Application and interview. |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** | **January 2018** |
| **Agreed by:** | **Steering Group 1.2.18** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.