Job Description

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| **Job Title** | Regeneration Grants Manager – Regeneration Delivery |
| **Grade** | PO13 |
| **Reporting To** | Regeneration PMO Lead |
| **JD Ref** | CSUP0184 |

Purpose

The Regeneration Programme is a core part of the Council Plan supporting Brownfield First and the Local Plan. The Council has been successful in securing over £150 million of funding for the regeneration of the borough. This role will support the Council’s regeneration programme through high-quality compliance and grants management to required standards and deadlines. The post holder will effectively manage a portfolio of grants and provide support to budget holders in order to facilitate the delivery of quality projects on time and on budget.Lead, manage and advise on grant funding monitoring and evaluation including tracking funding, identifying business opportunities, project management, and liaison inside the Council and with external stakeholders and funders. Act as ambassador to the Council with government funders and maintain close collaboration with our colleagues in finance. The post holder is expected to work with and advise officers at all levels within the organisation as well as acting as liaison with external funders.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values and leadership behaviours in the role and organisation.

**Regeneration Delivery service responsibilities:**

* You will be comfortable supporting projects with both revenue and capital grant funding with complex project delivery issues, aiming to ensure that projects are performing in line with expectations.
* You will be resilient and comfortable managing stakeholders at a senior level and your discussions will always be shaped by a good understanding of the commercial and operational impact of what we do as a team. You will enjoy working in an innovative and engaging way and be able to negotiate and persuade.
* Work at a senior level to lead on a number of capital and revenue grant returns to external funders throughout the financial year. You will work closely with Project Managers across Regen Delivery, Regen Project Management Office (PMO), and finance colleagues to complete these returns in a timely manner.
* Identify best practice to inform regeneration activity and ensure the Council takes a long-term strategic approach to the delivery of effective and efficient regeneration projects and programmes.
* Interrogate, analyse and report on project and programme data including information relating to finance, risks, and outputs for the timely return of external monitoring returns as well as our own internal monitoring.
* Lead and collaborate with colleagues, partners and stakeholders and act as compliance lead to ensure timely and accurate returns to external funders.
* Build a first-class knowledge and ‘gold-standard’ of grants monitoring throughout the Regen Delivery teams. This will include consolidated programme claims to external funders such as DLUHC, Homes England, and LCRCA and includes expenditure, forecasting, narrative progress & risk register information, and monitoring of programme expenditure milestones & alerting risks to spend profile.
* From award, manage the administrational processes and oversee the implementation of new arrangements and Services alongside the Service Delivery Teams to ensure compliance.

**Team Leadership and Management:**

* Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
* Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
* Through continuous improvement strengthen the tools, practices and impact of the service.

**Data Analysis and Decision-Making:**

* Monitor and report on progress and outcomes, both internally and externally, ensuring that there is clear understanding of Key Performance Indicators and contractual requirements. Take ownership of the review and reporting cycle and milestones for each grant, including revenue and capital spend, ensuring that all stakeholders are aware of performance against expectations, and that actions are carried out to maximise these.
* Ensure good governance at all times through provision of project and programme documentation to required deadlines and standards, including updates and escalations to relevant governance boards.

**Performance Management:**

* Undertake training and personal development as required to meet the needs of the organisation and to best serve Wirral’s communities through applying best practice in regeneration.
* Collate and create information on the progress and achievements of regeneration activity to communicate this to stakeholders in a creative and engaging way.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Ensure that all service initiatives adhere to relevant legislation, policies and practices.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

Essential

* Degree (or equivalent)

*Desirable*

* *Recognised project management qualification, accountancy, or relevant experience*

**Knowledge & Skills**

Essential

* + Demonstrable understanding of the scope of regeneration, specifically the role of the Local Authority in enabling regeneration.
  + High level negotiator with the ability to influence and channel thinking in groups and one to one.
  + Good understanding of the factors which impact on the development and delivery of projects and programmes.
  + Demonstrable skills in working strategically across departments and teams, within the Council and externally, to deliver key outcomes and priorities akin to those within the service.
  + Knowledge and skills of operating within budget, policy and strategy frameworks.
  + Demonstrable knowledge of the Government’s policy for regeneration.
  + Ability to influence and communicate effectively via various channels, across all levels.

*Desirable*

* *Demonstrable skills in a compliance or risk management role.*
* *Awareness of the local government landscape and the services it provides.*

**Experience**

Essential

* Demonstrable experience of delivering project or programme related outcomes.
* Demonstrable experience of managing capital grants which require working with external partners, organisations or businesses.

*Desirable*

* *Experience of a regeneration related work area eg: place making, capital projects, housing, employment & skills, inward investment.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Lone working

Approved By: Marcus Shaw (AD for Property and Regeneration Investment)

Date Of Approval: 15th April 2024