



Job description			
Job title	Development and Investment Manager		
Grade	PMG 2		
Directorate	Development and Infrastructure, Regeneration & Economic Development		
Service/team	Major Development Team		
Accountable to	Head of Major Development Team		
Responsible for	Regeneration Programme Managers Regeneration and Project Officers Programme Management Office Principal Surveyor (Major Development) Principal Property Surveyor (MDT) Senior Surveyor Co-ordination of supporting services (e.g. legal, finance, comms, procurement).		
JE Reference		Date Reviewed	March 2025

Purpose of the Job

Help Shape Knowsley's Future

You are a passionate, forward-thinking individual and will report directly to the Head of Major Development. Working closely with our Business Growth and Town Centre Management teams you will champion the **Invest Knowsley 'Single Front Door'** approach—making it easier for businesses, developers, and investors to thrive here.

In this dynamic role, you'll:

- Drive major development and regeneration projects across the Borough including Huyton's transformational, residential led regeneration scheme
- Promote Knowsley as a destination for business and investment
- Oversee key economic sites, including Knowsley Business Park
- Manage Council investment assets and support sustainable growth
- Help deliver the **Plan for Neighbourhoods** in Kirkby



- Attract funding and support strategies that fuel inclusive growth

You'll play a central role in delivering our ambitious economic plans, supporting connectivity across teams, and helping to make Knowsley a vibrant place to live, work, invest and visit.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To work as a lead member of the Major Development Team and by example develop a culture of high productivity, delivery, and professionalism.
2. To support the Head of Major Development in delivering the Council's major development programme whilst also maintaining oversight of the Council's investment assets and land holdings.
3. Working across Regeneration and Economic Development Services to lead and coordinate investment and business support aligned to the borough's growing town centre, evening and visitor economy.
4. To provide oversight to the Council's Major Development Surveyors in the progression of land deals and development delivery to drive regeneration and economic growth.
5. To manage the establishment and ongoing support for new and existing regeneration programmes including the new Kirkby Neighbourhood Board, working closely with the Board in the production of a Plan for Neighbourhoods as required by Government guidance in order to secure 'Plan for Neighbourhoods funding', and thereafter to oversee the delivery of the plan and expenditure and accountability for up to £20m funding over a ten year period.
6. Promote the 'Invest Knowsley' and 'Single Front Door' brand and principles to continue to work to drive business growth, attract investment, create jobs and promote Knowsley the place.
7. To proactively work with and manage the Council's external Asset Managers in ensuring good management of the Council's assets in Kirkby, Prescot and Huyton town centres. .
8. To help directly manage the Major Development Team to ensure effective communication of the latest regeneration opportunities and to strengthen the offer to Businesses, Investors and Developers.



9. To represent the Major Development Team and Knowsley Business Park team at meetings, presentations, public and social events to promote Knowsley the place.
10. Establish positive relationships with external and internal stakeholders, their partners, residents, developers, investors and consultants that generate confidence and respect and drives the growth agenda.
11. To promote the borough's key asset and strengths to deliver growth for the wider Liverpool City Region priority sectors, e.g. life sciences, visitor economy and advanced manufacturing.
12. To prepare regular updates and briefings to the Council and external bodies in respect of major development and investment, budgets, outputs, and outcomes.
13. Lead and build strong working relationships with all Council services to achieve a one Council approach to service delivery.
14. Understand and respond appropriately to the priorities of the Council and ensure that your team members are politically sensitive and aware.
15. Understand and manage competing, contentious, and conflicting situations in a professional manner and in the context of being mindful of the potential impact on the reputation and business of the Council.
16. To manage, supervise and direct staff and administrative support as required by the Head of Major Development.
17. To perform any other duties as required by the Head of Major Development that are commensurate within the grade and the post in responding to changes in workload and accepting responsibility for customer care.

General

18. Attend meetings as necessary at all levels including Members and external organisations including out of normal working hours.
19. Monitor the provision of new technology and equipment taking responsibility for initiating, evaluating, and securing changes to improve effectiveness.
20. Implement a highly effective Customer Care attitude to customers, a proactive approach to business opportunities and an awareness of the factors on which the Major development team success depends.
21. As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this



may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.