Job Description

Job Title: Principal Area Regeneration Officer

Grade: PO5

Department: Development, Planning and Housing Growth

Division: Area Regeneration

Reporting to: Area Regeneration Manager

Main Purpose

To manage the implementation of various projects within emerging and current integrated, multi-million pound, multi-agency infrastructure development and regeneration programmes to be delivered within the borough’s neighbourhoods; supporting the Regeneration Manager and Head of Regeneration (Area) where applicable.

The role includes developing, commissioning, managing, delivering and evaluating projects within regeneration and growth programmes; building and maintaining effective partnerships with strategic partners and local stakeholders, ensuring projects and programmes of focused on achieving outcomes in the Borough Plan and Equalities Commission Report (or equivalent latest documents); and, enabling the integration of robust programme management and governance arrangements.

This post holder will take the lead on managing budget forecasts for the delivery of projects. Working directly with Members and communities, the purpose of this role is to deliver projects that are clearly identified as priorities within neighbourhoods for investment and to work to establish revenue implications and sources of funding for maintenance.

The post holder will hold a degree and/or chartered membership linked to one of the built environment professions, including urban regeneration, planning, architecture/urban design, surveying or construction, or be able to demonstrate a detailed and technical expertise in one or more of these areas.

The postholder may be assigned to specialise in supporting major schemes and / or the neighbourhood / town centre programmes dependent upon the requirements of the cluster, and with reference to individual skills, experience and development objectives.

Principal Accountabilities

Project Management and development and implementation of plans and strategies

- To lead on the development and implementation of specific project work packages, adopting project management practices, actively engaging with internal and external partners and stakeholders to address local issues and achieve strategic outcomes.
- To oversee the delivery of local investment plans and strategies, closely working with internal teams and external stakeholders, particularly Members and neighbourhood forums to develop priorities list that reflects a locally shared vision.
- To identify and lead the development and delivery of physical regeneration projects, within approved budgets. This will include managing procurement processes, including OJEU.
To work with communities to deliver innovative and forward thinking projects at a neighbourhood level, based on pre-determined priorities and then subsequently the receipt of Section 106 and CIL income to the Council.

To identify revenue implications for neighbourhood projects and sources of income to ensure that capital projects are cost neutral in terms of revenue.

To be responsible for assessing and managing project risk.

To commission consultancy and other services, including the preparation Invitation to Tender briefs. To manage those consultancies to ensure that the deliverables identified in the briefs are received on time and budget.

To work collaboratively with the Local Planning Authority in particular, attending and contributing to Pre-Planning Application processes to ensure the best outcomes in terms of inclusive growth and investment opportunities through CIL and Section 106. To cover the duties of the Regeneration Manager, as required, in particular with regard to attendance at meetings.

Stakeholder Management and Partnerships

To develop positive and cohesive relationships through working with a diversity of networks and partnerships in the borough, (and cross borough), to promote, facilitate, develop and deliver plans and projects to achieve business and growth objectives. To act as the main point of contact for internal and external stakeholders for the project/s, maximising opportunities to innovate and develop improvements to delivery.

To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries, Members' enquiries and FOI's), and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, projects. This will involve management of web site information and all forms of social media connected to a CLIP, or particular project.

To organise and administer sensitive strategic meetings and other communications with internal and external stakeholders, demonstrating an awareness of political sensitivities and an understanding of conflicting stakeholder priorities, working at a high level of advocacy and sensitivity in dealing with contentious information.

To work with Council commissioners, and other directorates to ensure the delivery of outcomes defined in the Borough Plan, or other such document.

To ensure senior officers and Members get the necessary support and information to enable them to fulfil their roles as key decision makers with regards to the design and delivery of the project/s. This will include the preparation and verbal presentation of reports for Cabinet Members and Cabinet.

Quality Management, Information Management, Monitoring and Reporting

To take a lead role in ensuring project compliance with corporate and Council procedures, and best practice information and guidance.

To set up and maintain systems for maintaining, controlling and updating project and programme documentation, ensuring information is up to date and can be readily retrieved.

To produce briefing information and make high quality verbal and written presentations to appropriate individuals and bodies at all levels of the council’s governance arrangements, and external organisations and public meetings as required.

Generic Responsibilities
Duties expected to be undertaken by all council employees:

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council’s Equal Opportunities Policy.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council’s code of conduct, FRESH values, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

**Staff Management responsibilities**

The Principal Regeneration Officer will mentor up to two Regeneration Officers employed by Lambeth Council.

They will support the Regeneration Manager as necessary in the appraising and work programme setting of the Regeneration Officers.

**Budgetary responsibilities**

The Principal Regeneration Officer is responsible for the management and authorisation of transactions up to the limit of the budget defined within each project by the Delivery Lead.

The post holder will be responsible for identifying and monitoring CIL and Section 106 income insofar as it relates to their work programmes and all awarded grants including monthly monitoring and claims in accordance with the Council’s financial procedures.

**Other**

The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.

The job holder’s decision making authority is determined by Council policy and procedures.
Please note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A)
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.
If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>K1</th>
<th>Knowledge of local authority functions, structures and processes, and the role of local government and local partnerships in relation to urban regeneration and local service delivery.</th>
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<tbody>
<tr>
<td></td>
<td>K2</td>
<td>A degree and/or chartered membership linked to one of the built environment professions, including urban regeneration, planning, architecture/urban design, surveying or construction, or be able to demonstrate a detailed and technical expertise in one or more of these areas.</td>
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<td></td>
<td>K3</td>
<td>Knowledge of project management methodology (such as PRINCE2) and tools (such as MS Project, Gantt charts, etc.)</td>
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<td>K4</td>
<td>Knowledge of spreadsheets, word processing and database systems.</td>
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<td>Experience</td>
<td>E1</td>
<td>Experience of working on regeneration projects that preferably form part of a wider programme of change in a complex multidisciplinary organisation.</td>
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<td>E2</td>
<td>Demonstrable partnership working skills, including practical experience of working with: local communities; public sector providers; voluntary sector; and / or local businesses.</td>
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<td>E3</td>
<td>Able to demonstrate a track record of team work and a genuine enthusiasm for improving business processes and delivery.</td>
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<td>E4</td>
<td>Experience of researching, collating and analysing information and statistical data from a wide variety of technical and non-technical sources.</td>
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<td>E5</td>
<td>Experience of preparing and presenting high quality reports, briefing notes and complex data.</td>
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<td>E6</td>
<td>Experience of commissioning services in relation to regeneration projects.</td>
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<td>Key Behaviours</td>
<td>Focuses on People</td>
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<td></td>
<td>This is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people</td>
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<td>Takes Ownership</td>
<td>This is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council’s objectives, and furthering our professional development</td>
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<td>Works Collaboratively</td>
<td>This is about helping each other, developing relationships, and understanding other people’s roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</td>
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<td>Communicates Effectively</td>
<td>This is about how we talk, write and engage with others. It’s about using simple, clear, and open language to establish positive relationships with others. It’s also about how you listen and make yourself open to conversation.</td>
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<td>Focuses on Results</td>
<td>This is about ambition and achievement. It’s about making sure we are working towards the end product and considering the effect of our service. It’s about making the right impact, having the right result and changing things for the better</td>
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