

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: Neighbourhood Regeneration Officer
Cluster: Sustainable Growth & Opportunity
Group: Regeneration and Housing Growth
Team: Neighbourhood Regeneration
Grade: PO3
Responsible to: Head of Neighbourhood Regeneration
Responsible for: N/A

Main purpose of post

To support the development of neighbourhood regeneration plans, strategies, and investment proposals to deliver social, economic and environmental improvements for the benefit of local communities. They should support the aspirations of the emerging Borough Plan, Economic Resilience Strategy, and other relevant policy priorities including the council's response to the Climate Emergency.

To be responsible for the development and delivery of projects or project workstreams to deliver improved outcomes for local communities, including but not limited to, new homes and commercial space, community, health or leisure facilities, that respond to needs, assets and aspirations of the borough and local neighbourhood.

To effectively manage projects or project workstreams with rigour to ensure they are delivered to time and budget, managing key issues and risks, effectively monitoring and reporting progress, and escalating issues where necessary.

To support the securing of investment to deliver projects and programmes that meet the needs and aspirations of neighbourhood based plans or strategies.

To foster positive relationships with local communities, involving residents and businesses in the development of proposals, utilising best practice co-design methods.

To build support for projects, programmes and neighbourhood plans or strategies through clear communication with local community stakeholders, or senior stakeholders, Members or officers in collaboration with more senior officers where appropriate.

The post holder will be responsible for establishing strong internal and external relationships and partnerships, taking a lead on liaison with officers across the Council, as well as with external partner organisations to ensure successful collaboration and project and programme delivery.

Key Unit Accountabilities

1. To support the development and delivery of neighbourhood based strategies and plans, or masterplans where appropriate, to lever investment into communities to enable development or deliver improved infrastructure and amenities.

2. To support the development and delivery of physical regeneration projects or workstreams in line with the Borough Plan, Economic Resilience Strategy and other relevant borough priorities.
3. To effectively manage projects or workstreams to time and budget, with clear and effective project monitoring and reporting, risk and issues management, and escalation where appropriate.
4. To support or lead the procurement of third parties or consultants to deliver work as required, such as masterplanning, design, capital works (this may be via Capital Studio), or evaluation.
5. To ensure effective contract management, monitoring and reporting structures and practices are in place.
6. To provide advice regarding the neighbourhood based regeneration needs, opportunities and issues in given areas of the borough, to senior officers and Members, or support the Principle Regeneration Officer,
7. To ensure that documentation, budget monitoring and project planning information is prepared in a timely and accurate manner, and that summary reports are produced as required.
8. To liaise with officers across the Council to ensure projects and programmes are responding to need, are deliverable and are financially sustainable over the long-term.
9. To work in line with the Council's Constitution, Scheme of Delegation and governance standards.
10. To deputise for the Neighbourhood Regeneration Managers and provide them with necessary support and advice across projects and programmes.
11. To work collaboratively with elected members, partners, providers and citizens to understand and respond to their requirements and expectations, and to build support for projects, programmes, strategies and plans.
12. Actively engage with residents, businesses, citizens and communities to address local issues utilising best practice co-design methodologies.
13. To develop positive and cohesive relationships working with a range of networks and partnerships in the borough, (and cross borough), to promote, facilitate and develop strategic and local investment and growth plans, projects and programmes to help deliver the Borough Plan (or equivalent).
14. To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, projects. This will involve oversight of web site information and all forms of social media.
15. To support senior officers with the preparation of reports to outcomes panels or other such governance structure within the council, along with the production of cabinet reports.
16. To support senior officers with the preparation and presentation of advice, briefing information and reports, leading where appropriate, to appropriate individuals and bodies at

all levels of the Council's governance arrangements, and to external organisations and public meetings, as required.

17. Manage stakeholder expectations and respond to issues (including press enquiries, Members' enquiries, Freedom of Information Act requests, and formal complaints) in compliance with established timescales and procedures.
18. Take responsibility for ensuring that Council's statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
19. Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Dimensions

Staff Management responsibilities

- There may be requirement to manage workstream or project teams.

Budgetary responsibilities

- The role is responsible for the authorisation of transactions up to an approved limit prescribed by scheme of delegations.
- The role is responsible for the effective financial management of any relevant budgets, including procurement and income.
- 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.
- The post holder will be required to manage or supervise the management of finances associated with regeneration projects, including raising POs, ensuring the timely processing of invoices and maintaining reliable records. This may include tracking of division or service budgets in support of cost centre managers, Heads of Neighbourhood Regeneration Programme, or the Assistant Director.

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.

**PERSON SPECIFICATION
NEIGHBOURHOOD REGENERATION MANAGER**

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 Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a (✓) on the person specification when you complete the application form.

	Key Knowledge	Shortlisting Criteria
K1	A Degree level (or equivalent) qualification or equivalent professional experience in a discipline linked to one of the built environment professions including regeneration, planning, architecture/urban design, surveying or construction	A ✓
K2	Knowledge of all relevant regeneration strategies, best practice, policies and procedures, particularly in an inner city environment	A ✓
K3	Understanding of procurement, contract management, risk management and of monitoring and reporting techniques at a strategic and operational level	A ✓

	Relevant Experience	Shortlisting Criteria
E1	Experience of devising and leading physical, social and environmental regeneration projects or workstreams.	A ✓
E2	Experience of working with local communities to build support and develop neighbourhood based projects	A ✓
E3	Experience of providing project and programme level advice to senior officers.	
E4	Experience of risk management and risk mitigation techniques, including monitoring and reporting.	
E5	Stakeholder and partnership management within the public sector or similar environment, building support and maintaining a high level of commitment through communications and effective influencing skills.	

Core Behaviours		
	<p>Focuses on People</p> <p>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. It's about ensuring we have the right processes in place.</p> <ul style="list-style-type: none"> • Being approachable and positive for my area of work and other services • Showing empathy to help people inside the council as well as outside • Ensuring I treat people equally and take time to listen to their needs • Being open, flexible and available • Respecting team goals and supporting new members • Providing support, advice and guidance 	
	<p>Takes Ownership</p> <p>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.</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative • Working with teams and service areas to achieve positive outcomes and develop personal capabilities • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves 	A ✓
	<p>Works Collaboratively</p> <p>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.</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences • Sharing information, best practice and ideas with relevant networks and groups • Being approachable, listening and building constructive honest relationships • Regularly sharing success stories that lead to good outcomes 	A ✓

	<p>Communicates Effectively</p> <p>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.</p> <ul style="list-style-type: none"> • Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well • Targeting the message to the audience, ensuring that everyone can access the information. • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Escalating issues and opportunities straight away, ensuring risks are managed 	
	<p>Focuses on Results</p> <p>Is about ambition and achievement. It's about orienting ourselves 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</p> <ul style="list-style-type: none"> • Getting my work done to the best of my ability with the resources and finances we have • Thinking in relation to the 'Borough Plan', working well with colleagues to get good results • Making sure I understand my objectives and what I need to do • Working with my manager to develop my skills and knowledge • Keeping my manager informed of progress • Looking for opportunities to move forward • Alerting my manager when I need support • Delivering projects on time and within budget • Thinking about partnerships and the resources needed for them 	A ✓

August 2022