

# Leeds City Council

## Job Description

<b>Directorate:</b>	City Development
<b>Service Area:</b>	Asset Management & Regeneration
<b>Job Title:</b>	Principal Regeneration Officer
<b>Grade:</b>	PO6 (£44,624 - £47,665)
<b>Conditions of Service:</b>	NJC
<b>Responsible To:</b>	Executive Manager
<b>Responsible For:</b>	Senior Regeneration Officer

### Job Purpose:

To lead, manage and co-ordinate priority work streams and teams within the Asset Management and Regeneration service, with specific focus on the delivery of development initiatives and regeneration programmes for the city.

### Responsibilities:

- To support the leadership of the service and to initiate and manage workloads which contribute to the delivery of the service plan in order to deliver Value for Money services to customers in line with Council priorities ensuring that the work incorporates the council's cultural values.
- Using strong people skills, to motivate, develop and coach staff within your area of the service to achieve Best Council Plan, directorate and service plans.
- To be responsible for the management and achievement of the service plan for your area so that it achieves its corporate and service objectives and outcomes.
- To promote and deliver positive solutions to achieving diversity and equality in all aspects of your service delivery, community engagement and human resource areas, focussing on equality of outcome.
- To support organisational development and continuous improvement by contributing to cross Council projects and supporting the Asset Management & Regeneration Management Team.
- To take responsibility for developing and maintaining effective consultation and communications with staff, service users, Councillors, trade unions, partners and other stakeholders.
- To work as part of the team for Leeds, in ways which are open, inclusive, responsive and accountable, to develop and maintain good working relationships with internal and external customers, other stakeholders and partners to achieve excellent outcomes for the citizens of Leeds.
- To work responsibly to ensure the safety of staff, service users and contractors in accordance with all statutory obligations and the council's Health and Safety Policy.
- To work with elected members, service users, partners and community representatives in ways which support open, responsive and accountable government.
- To work responsibly to deliver workloads within approved budgets, to defined timescales, achieving the required quality and following agreed procurement processes.
- To work flexibly as required to meet service, directorate and corporate priorities.

- To develop and manage specific asset management and regeneration work streams and programmes including area based initiatives, strategic sites, housing investment and historic assets.
- To co-ordinate and manage the work of partners contributing to specified work streams and programme delivery.
- To carry out appropriate research, option appraisal exercises, feasibility studies and other related project activities to a professional standard.
- To lead on and manage the preparation of project funding proposals and business cases that will assist in delivering development, regeneration and asset management outcomes.
- To be able to produce reports up to Exec Board level and where required Scrutiny Board.
- To take the lead on programme team activities as required and provide expertise in one or more relevant skills set within the programme area.
- To develop programmes and work plans and ensure where appropriate that work streams managed by the post holder contribute to delivery successful change.
- To appoint and contract manage external consultants/ contractors, in line with corporate procedures in order to meet the needs of clients in terms of delivering projects and programmes to budget, to defined timescale and required quality of finish.
- To manage preparation of, prepare or contribute to the preparation of key documents including tenders, briefs, contract documentation, reports and business cases.
- To work closely with Area Management colleagues to successfully deliver asset management and regeneration programmes.
- To ensure good working relationships with colleagues and clients to deliver council objectives across all levels. To support the leadership and management of major asset management and regeneration initiatives and work programmes.
- To ensure value for money is achieved in all aspects of the work programme by pursuing the use of risk management, cost planning and value management / engineering procedures at appropriate times in the project lifecycles.
- To ensure proper and systematic handover to clients and partners, undertaking post project/programme reviews and ensuring prompt completion of final accounts / financial closedown.
- To prepare comprehensive project plans that identify key critical path stages of a project / programme and identifies lead officer responsibilities.
- To prepare and maintain a task orientated project programme, identifying key resources necessary to achieve tasks identified according to an agreed timetable and milestones.
- To undertake any other duties as required that are commensurate with the nature and level for this post working across the Asset Management and Regeneration Division

## **Qualifications**

- A degree or degree level professional qualification (or equivalent), or demonstrate experience at a senior level in an organisation.

## **PERSONAL SPECIFICATION**

**ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

### **Skills Required**

1. Ability to provide leadership to achieve results
2. Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance
3. Ability to lead on multiple projects
4. Ability to contribute to change programmes, improve service quality and support a culture that drives up standards and performance.
5. Ability to interpret and lead on the development of strategy
6. Ability to resolve conflict with others to deliver cross projects
7. Ability to develop productive working relationships that command respect, trust and confidence
8. Ability to work to multiple and often conflicting deadlines
9. Ability to conduct negotiations successfully at a senior level

### **Knowledge Required**

1. An understanding of service delivery issues
2. A degree or degree level professional qualification, or demonstrate relevant experience at a senior level.
3. Knowledge of the range of services which impact on the service and key partners
4. Knowledge of Management practices and policies.
5. Understanding of public sector issues
6. Knowledge of project financing and the role of the private sector in development initiatives
7. Detailed knowledge and understanding of the Council's Contract Procedure Rules and Standing Orders in respect of the development process
8. Knowledge of Local Government's role in supporting, assisting and enhancing the local economy through physical and economic development and regeneration
9. Knowledge of the RIBA Plan of Work

### **Experience Required**

1. Significant and proven experience of delivering projects and initiatives within Asset Management and Regeneration
2. Experience of preparing, managing and controlling budgets
3. Experience of achieving results in a politically sensitive context
4. Experience of taking forward initiatives and policies from development to implementation.
5. Experience of facilitating joint working and collaboration
6. Experience of managing services to meet customer needs
7. Experience of leading and managing projects within Asset Management and Regeneration
8. Experience of setting service standards for projects and services.
9. Experience of developing and implementing service/business planning processes.
10. Experience of working in partnership with a range of service providers.
11. Experience of securing funding/packages of support.
12. Experience of preparation of reports and agendas
13. Significant experience of successfully managing development/infrastructure projects

14. Experience of preparing and presenting detailed and complex information in written reports and proposals and making presentations to senior officers, Members, Boards, partners, stakeholders and clients
15. Experience of dealing with Member and MP enquiries efficiently and effectively
16. Experience of analysing complex situations, identifying problems and leading in developing and implementing solutions within agreed timescales

### **Behavioural & Other Characteristics Required**

1. Achievement of equal opportunities in both employment and service delivery.
2. Experience of managing risk in relation to a project or work area.
3. Understanding of project managers, and individual responsibility for health and safety.
4. An understanding of and commitment to the principle of customer care.
5. Prepared to be flexible in order to meet deadlines.
6. A willingness to co-operate with others and work as part of a team to ensure the duties of that team are carried out effectively.
7. To behave in a highly professional manner in line with Council's values and behaviours
8. A flexible and imaginative approach to problem solving
9. To be self-motivated and to be able to motivate others
10. To be able to use initiative.

**DESIRABLE REQUIREMENTS:** It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates are not required to meet all the desirable requirements however these may be used to distinguish between acceptable candidates.

### **Skills Required**

1. Ability to encourage effective and efficient team work
2. Ability to lead, motivate and develop a project team to ensure the achievement of agreed aims, objectives and goals.
3. Ability to take the lead in the development and implementation of innovative approaches to problem solving
4. Ability to deal with Member and MP enquiries efficiently and effectively

### **Knowledge Required**

1. Knowledge of Procurement Procedure Options

### **Experience Required**

N/A

### **Behavioural & other Characteristics required**

1. Experience of managing risk in relation to a project or work area.

### **Job Description Content Prepared / Reviewed by:**

Name: Adam Brannen                      Designation: Head of Regeneration                      Date: May 2022

### **Confirmation of Job Evaluation Undertaken   JE Ref Number**