

# Leeds City Council

**Directorate:** City Development

**Service Area:** Asset Management & Regeneration

**Job Title:** Regeneration Officer

**Grade:** PO2 (£33,486 - £36,371)

**Conditions Of service:** NJC Conditions apply

**Responsible To:** Executive Manager (Regeneration)

**Responsible For:** n/a

## **Job Purpose:**

To co-ordinate and support a range of work streams which support the work of 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 management of workloads in your area to achieve 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.
- To assist with the delivery of the service plan for your area so that it achieves its corporate and service objectives and outcomes.
- To coach and mentor staff within your area to assist in the achievement of the Best Council Plan and service plan objectives.
- To promote and deliver positive solutions to achieving diversity and equality in all aspects of your service delivery 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 maintain 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 appropriate stakeholders 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 procurement processes.
- To work flexibly as required to meet directorate and corporate priorities.
- To support and assist in co-ordinating the implementation of specific asset management initiatives and regeneration programmes, including area based initiatives, strategic sites, development projects, housing investment and historic assets.
- To support the contribution of partners to delivery of regeneration programmes.
- To carry out appropriate research, option appraisal exercises, feasibility studies and other related project activity to a professional standard as directed.
- To assist with the preparation of project funding proposals that will assist in delivering development and regeneration outcomes

- To contribute to team activities and initiatives as required.
- To support work to appoint and manage contractors and consultants, in line with corporate procedures.
- To assist in preparing and contributing to the preparation of key documents including tenders, briefs and contract documentation.
- To work closely with Area Management colleagues to successfully deliver asset management and regeneration initiatives and programmes.
- To support the delivery of major asset management, development and regeneration initiatives and work programmes.
- To undertake any other duties as required that are commensurate with the nature and level for this post working across Asset management and Regeneration Division

**Qualifications:** Degree or equivalent qualification or with commensurate operational experience

**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 or Certificate.

## **Skills Required**

### **SKILLS**

- Ability to interpret corporate visions and values and put into practice through agreed policies and strategies.
- Ability to contribute to change programmes, improve service quality and support culture that drives up standards and performance.
- Ability to make an effective contribution to internal and external meetings to arrive at a positive outcome.
- Ability to resolve conflict amongst stakeholders
- Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes.
- Ability to develop productive working relationships that command respect, trust and confidence.
- Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.
- Ability to work within, as well as support, a team
- Ability to produce and present reports – verbal and written.
- Ability to work to strict deadlines often under pressure.
- Ability to contribute to and the development of innovative approaches to problem solving.

## **Knowledge Required**

- Degree or equivalent qualification or with commensurate operational experience in an area relevant to regeneration and / or asset management
- Knowledge of heritage-led projects and building conservation
- Knowledge of project management approaches and their application
- Knowledge of issues in relation to the successful delivery Asset Management & Regeneration initiatives and programmes.

## **Experience Required**

- Previous relevant experience of coordinating and delivering projects and initiatives in a service or operational area relevant to the post.
- Experience of achieving results in a politically sensitive context.
- Experience of managing services to meet customer needs.
- Ability to take forward initiatives and policies from inception, through development to implementation.
- Experience of working effectively with others to deliver cross projects.
- Working in a partnership with a range of service providers.

## **Behavioural & other Characteristics required**

- Achievement of equal opportunities in both employment and service delivery.
- Experience of managing risk in relation to a project or work area.
- Understanding of project manager's, and individual responsibility for health and safety.
- An understanding of and commitment to the principle of customer care.
- Prepared to be flexible in order to meet deadlines.
- 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.
- A flexible and imaginative approach to problem solving.

**PERSONAL SPECIFICATION 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.

## **Knowledge Required**

- Understanding of local government working.
- An understanding of service delivery issues within the context of the public sector.
- An understanding of development

## **Experience Required**

- Working in a Local Authority service.

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

**Name:** Adam Brannen      **Designation:** Head of Regeneration      **Date:** 10/03/2022

## **Job Description Approved by: Human Resources**

**Date:**                      **File ref:**