

# Leeds City Council

## Job Description

<b>Directorate:</b>	City Development
<b>Service Area:</b>	Asset Management & Regeneration
<b>Job Title:</b>	Senior Regeneration Officer
<b>Grade:</b>	PO4 (£39,571 – £42,614)
<b>Conditions of Service:</b>	NJC
<b>Responsible To:</b>	Executive Manager
<b>Responsible For:</b>	Regeneration Officer

### Job Purpose:

To co-ordinate and manage priority work streams and programmes within the Asset Management and Regeneration service with specific focus on the delivery of 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 management and achievement 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, directorate and service plans.
- 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 elected members, service users, partners and community representatives in ways which support open, responsive and accountable government.
- To support the provision of a consultancy service to the Division on development and regeneration issues.
- 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 directorate and corporate priorities.

- To contribute as directed to the development and management of specific asset management initiatives and regeneration programmes, including area based initiatives, strategic sites, housing investment and historic assets
- To co-ordinate and manage the contribution of partners to programme delivery.
- To carry out appropriate research, option appraisal exercises, feasibility studies and other related project activity to a professional standard as directed.
- To manage the preparation of project funding proposals that will assist in delivering regeneration and asset management outcomes.
- To prepare comprehensive project plans that identify the critical path stages of a development / regeneration initiative from inception to completion.
- To contribute to team activities and initiatives as required.
- To lead work to appoint and manage contractors and consultants, in line with corporate procedures to meet the needs of clients in terms of cost control, programme and quality of finish.
- To prepare and contribute to the preparation of key documents including tenders, briefs and contract documentation.
- To work closely with Area Management colleagues to successfully deliver asset management, development and regeneration initiatives and programmes.
- To lead 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 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:** In order to fulfill the standard requirements of the post, postholders must meet the following requirements. Candidates for selection for the post will only be shortlisted for interview if they can demonstrate in their application that they meet these requirements.

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

## Skills Required

1. Ability to interpret corporate visions and values and put into practice agreed policies and strategies.
2. Ability to apply policies, funding requirements and property development skills and knowledge to implement physical regeneration.
3. Ability to contribute to change programmes, improve service quality and support a culture that drives up standards and performance.
4. Ability to make an effective contribution to internal and external meetings.
5. Ability to take forward development and physical regeneration initiatives and policies from inception through to development to implementation.
6. Ability to resolve conflict.

7. Ability to write comprehensive, succinct, well presented reports up to Executive Board level.
8. Ability to develop productive working relationships that command respect, trust and confidence.
9. To ensure good working relationships with colleagues and clients to deliver council objectives across all levels.
10. Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.
11. Ability to work to strict deadlines.

### **Knowledge Required**

1. A degree or degree level professional qualification, or demonstrate relevant experience
2. Understanding of local government/ public sector and experience of achieving results in a politically sensitive environment.
3. Understanding of and commitment to sustainability in service delivery.
4. An understanding of community issues.
5. An understanding of the development process.
6. Understanding of property development particularly in relation to physical regeneration.
7. Understanding of Planning and Development Briefs.
8. Understanding of project financing and the role of the private sector
9. Knowledge of the Council's contract procedure rules and Standing Orders in respect of the development process.

### **Experience Required**

1. Senior experience managing and delivering a number of projects and initiatives in a service or operational area relevant to the area of service delivery in the remit of the post.
2. Experience of working effectively with others to deliver cross sector or cross service projects.
3. Experience of managing services to meet customer needs.
4. Experience of co-ordinating physical development and regeneration initiatives through to implementation.
5. Experience of taking a lead role in problem solving and risk mitigation initiatives.
6. Experience of dealing with Member enquiries and issues.

### **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 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 take the lead in the development of innovative approaches to problem solving.
2. Ability to deal with Member enquiries efficiently and effectively.
3. Ability to conduct negotiations successfully at a senior level.
4. Good planning programme and risk

### **Knowledge Required**

1. Understanding of public sector issues.

**Experience Required**

1. Active involvement in preparing, managing and controlling budgets.
2. Active involvement in seeking grant funding and developing business cases to justify grant

**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**