

JOB DESCRIPTION

POST:	Regeneration Manager: Funding and Engagement
DIRECTORATE:	Place
DEPARTMENT:	Regeneration
LOCATION:	
SALARY:	PO6 SCP 40 – 43 £42,683 - £45,591 per annum (subject to review)
REPORTS TO:	Head of Regeneration
HOURS:	37 hours per week Mon – Fri and additional hours as required.
DURATION:	Permanent

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

To be responsible to the Head Regeneration for the effective leadership, organisation, professional oversight and delivery of portfolio of projects to achieve outcomes including job creation, business growth and urban footfall.

The post holder will maintain an awareness of related initiatives across the Council, capitalise on established strengths and develop a wider view of initiatives taking place. They will represent the Council with a range of external agencies, creating opportunities for enhancing and promoting the Borough's interests. They will develop strong and meaningful stakeholder partnerships, engagement activities and growth initiatives associated with the Regeneration agenda and will manage a depth of relationships that enable increased impact, inform decision-making and work closely with the Communications Team to ensure visibility of the Department's work.

The post holder will take the lead in the following areas:

1. Partnerships
2. Rural Development Programme
3. City, town and village development
4. Engagement activities
5. Investment
6. Funding applications

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop and oversee the implementation of a Council rural regeneration framework with related action plans, monitoring targets and performance to promote rural regeneration.
2. Develop an annual Business Plan for the Service, including measurable objectives and financial targets linked to the Department's Business Plan. Support the Head of Department in the development, delivery and monitoring of the Department's Business, Unit and Performance Improvement Plans, implementing the work programme and managing staff performance.
3. Prepare budget estimates for the annual rates review process and contribute to the development of budgets to deliver service priorities, ensuring that they are effectively implemented, managed and adhered to across the service area, in compliance with Council policies and financial regulations.
4. Take lead role in action planning for the growth of urban and rural areas including retail provision, hospitality, night-time economy and service sector across the Borough.
5. Take lead role in project development including initial project scoping, developing business cases and options, feasibility studies, evidence based analysis, data gathering, communication, strategy and report to project funders, consult with stakeholders and manage progress and delivery of agreed outcomes.
6. Define project outputs, outcomes and performance measures, linking them to strategic plans and objectives to ensure effective project delivery.
7. Develop, draft and co-ordinate input to bids for external funding in support of growth initiatives and supporting implementation and project mobilisation where bids are successful.
8. Liaise with departments including the Estates and Assets, Environmental Services and Finance Departments in the delivery of the Capital Plan for the Service.
9. Lead on the investment programme and activity for the Borough (eg MIPIM), outreach activities and marketing opportunities to seek external resources to support the Department's objectives and for growth in the Borough.
10. Develop, maintain and co-ordinate effective internal and external linkages, relationships, partnerships and information flow and represent the Department as appropriate.
11. Manage, develop and maintain effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision making and joint working in support of continuous improvements in service planning and delivery.

12. Produce management information, reports, briefings, financial reports and papers relevant to service area and as required.
13. Provide advice and guidance to senior officers and elected members on service-related matters including making recommendations to the appropriate governance committees as appropriate.
14. Responsible for the performance management of the service including the monitoring and reporting of programmes and projects.
15. Manage and develop staff to ensure that they and any employees for which they are responsible:
 1. Promote a "One Council" approach;
 2. Operate within Council policies;
 3. Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 4. Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 5. Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 6. Efficiently and effectively manage available resources;
 7. Work in a corporate and collaborative way with other services and departments;
 8. Deliver their agreed targets.
9. Ensure that management structures and practices within the service area embed and support a culture of effective team working, continuous improvement and innovation.
10. Take overall responsibility, within the Service area, for the effective management and resolution of stakeholder queries and complaints, Freedom of Information and other information requests.
11. Develop and oversee the implementation of an innovative and comprehensive internal and external communications plan.
12. Contribute to the development, implementation and monitoring of objectives, targets and corporate policies and deputise for Head of Department as appropriate.
13. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.