

## **JOB DESCRIPTION**

<b>POST:</b>	Regeneration Manager: Infrastructure and Development
<b>DIRECTORATE:</b>	Place
<b>DEPARTMENT:</b>	Regeneration
<b>LOCATION:</b>	
<b>REPORTS TO:</b>	Head of Regeneration
<b>SALARY:</b>	PO5 SCP 38-41 £40,760 - £43,662 per annum (subject to review)
<b>HOURS:</b>	37 hours per week Mon – Fri and additional hours as required.
<b>DURATION:</b>	Permanent

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

### **JOB PURPOSE:**

To be responsible for the effective leadership, organisation, professional oversight and delivery of regeneration and capital programmes, initiatives and objectives and for the delivery of projects to transform the urban landscape of the Borough.

The post holder will be responsible for the development and management of programmes that deliver on the Council’s strategic regeneration objectives and for place-shaping relating to the Regeneration and Development Strategy 2015-2020. They will lead the team in their service and be responsible for the following in urban and rural regeneration areas:

- Urban regeneration and revitalisation
- Capital programme and schemes
- Externally sourced capital funding
- Implementation of Local Development Plan
- Commercial planning

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Lead the development, implementation and review of projects and initiatives to deliver regeneration and economic growth in the Borough.
2. Manage, develop and implement project proposals identified in Council’s Master Plans, Capital Programme and special projects.

3. 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.
4. 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.
5. Appraise suitable development opportunities in order to ascertain value, commerciality and additional regeneration benefits.
6. Develop, draft and co-ordinate input to bids for external funding in support of regeneration and development projects and initiatives and supporting implementation and project mobilisation where bids are successful.
7. Define project outputs, outcomes and performance measures, linking them to strategic plans and objectives to ensure effective project delivery.
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. Manage and develop staff to ensure that they and any employees for which they are responsible:
  - Promote a "One Council" approach;
  - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
  - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
  - Operate within Council policies and procedures;
  - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
  - Efficiently and effectively manage available resources;
  - Deliver their agreed targets;
  - Work in a corporate and collaborative way with other services and departments.
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 infrastructure and physical regeneration 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. Ensure that management structures and practices within the service area embed and support a culture of effective team working, continuous improvement and innovation.
16. Develop and oversee the implementation of an innovative and comprehensive internal and external communications plan.
17. 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.
18. Contribute to the development, implementation and monitoring of objectives, targets and corporate policies and deputise for Head of Department as appropriate.
19. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.