

JOB DESCRIPTION

POST:	Regeneration Manager: Strategy and Policy
DIRECTORATE:	Place
DEPARTMENT:	Regeneration
LOCATION:	
SALARY:	PO4 SCP 35 – 38 £37,849 - £40,760 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 that delivers the Council’s Strategic Regeneration objectives.

The post holder will represent the Council with a range of external agencies, creating opportunities for enhancing and promoting the Borough's interests. They will maintain an awareness of related initiatives across the Council, capitalise on established strengths and develop a wider view of initiatives taking place, creating links wherever possible to broaden the reach and visibility of Department.

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

- Strategic Development and Planning
- Research, best practice and environment scanning
- Policy, governance and community planning
- Performance improvement, audit and risk
- Evidence analysis and performance indicators

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead in the development and implementation of the Councils' Regeneration Strategy and Policy and collaborative working models for the implementation of policy, strategy and projects across the Council and with external partners.
2. Co-ordinate the formulation, implementation and evaluation of the Department's business plans and relevant service plans, responding to external and internal changes.
3. Develop an Annual Business Plan for the Service, including measurable objectives and financial targets linked to the Department's Business Plan.
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. Conduct data and policy analysis and produce reports and projections in order to support a detailed understanding within the Council of the need for and support required to achieve economic growth, regeneration and provision of infrastructure.
6. Define project outputs, outcomes and performance measures, linking them to strategic plans and objectives to ensure effective project delivery.
7. Manage research, monitor and analyse data and legislation about physical, social and economic issues directly related to government policy.
8. Undertake regular regional and transnational environmental scanning for key initiatives/policy/funding opportunities for the Department. Research and prepare key Departmental reports, advisory papers and consultation responses on such matters.
9. Analyse trends in markets and forward plan in order to drive the appropriate investment decisions and produce management information, reports, briefings, financial reports and papers relevant to service area and as required by the Head of Department and Strategic Director.
10. Manage, develop and maintain effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision-making and joint working across the Department in support of continuous improvements in service planning and delivery.
11. On behalf of the Department, lead in drafting responses to public consultations and advise senior management and elected members on new government policy relating to regeneration and development.

12. Lead, manage and develop the Department's Corporate Regeneration activities, taking responsibility for its intelligence function and identify trends and areas of service improvement that will be an economic driver for the Borough.
13. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a "One Council" approach;
 - Operate within Council policies;
 - 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.
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Work in a corporate and collaborative way with other services and departments;
 - Deliver their agreed targets.
14. Develop and oversee the implementation of an innovative and comprehensive internal and external communications plan.
15. Develop, maintain and co-ordinate effective internal and external linkages, relationships, partnerships and information flow and represent the Department as appropriate.
16. Ensure that management structures and practices within the Service area support a culture of effective team working, continuous improvement and innovation.
17. Contribute to improving the capacity of the Council for regeneration and demonstrate and inspire performance, the productivity agenda and innovation, empowering others and taking personal responsibility for the performance of the team.
18. Manage the performance of the Service, including the monitoring and reporting of programmes and projects.
19. Liaise with data and performance officers to ensure that performance, activity and outcome data is accurate and supports monitoring and achievement of agreed strategic objectives.
20. Lead and direct the Department's risk management responsibilities including reviewing appropriately throughout the year and identify and reporting on risks relevant to the Department.
21. 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.

22. Contribute to the development, implementation and monitoring of objectives, targets and corporate policies and deputise for Head of Department as appropriate.
23. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.