

Job Description

Head of Regeneration and Development

Final

Date: July 2019

Job Evaluation Reference Number LGA 143

POST: Head of Regeneration and Development

SERVICE: Growth

SECTION: Regeneration and Development

BAND: SE3

REPORTS TO: Assistant Director, Growth

DIRECT REPORTS : Team Manager (Regeneration)
Team Manager (Economic Development)
Team Manager (Development & Investment)
Sempra Manager
Regeneration & Development Financial Specialist

Any interim Programme and Project Managers who may be commissioned

FINANCIAL ACCOUNTABILITY £ Up To £10,000,000

Delete as appropriate: **Shared Accountability**

TYPE: 1) Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

To provide leadership and management of the Regeneration and Development Service including Regeneration, Economic Development, Development and Investment including the New Homes Programme and Sempra. This includes relevant activities associated with the work of ASELA NIC, Regeneration, ED and Sempra workstreams.

To provide a high quality service that will deliver the Council's priorities as set out in the Corporate Plan and that will meet targets set out by the Assistant Director – Growth. This will be achieved through an integrated service, financial planning, effective performance management and working closely with the Planning Service.

To act as the Council's lead expert on Regeneration, Economic Development and development matters and to provide leadership and direction to ensure delivery of projects through effective partnership working.

JOB DUTIES

Corporate Responsibilities

1. Provide full support to the Council's Committee arrangements in relation to the service including preparation of reports, attendance at meetings and providing professional advice to Members.
2. Ensure service delivery plans link with all corporate plans including the Council's Local Plan.
3. Ensure that Council Policies and Protocols are complied with in service delivery.
4. Build and maintain confident relationships with staff, managers, partners and other stakeholders.
5. Carry out effective performance and financial management ensuring that appropriate corrective action is taken promptly when necessary and that departmental budgets are adhered to. Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement, achieving savings and income generation targets.
6. Carry out service and financial planning in accordance with corporate protocols and requirements and ensure that performance, both personal and organisational, is regularly monitored and subject to appropriate levels of accountability.
7. Ensure that the service performs its duties in accordance with any statutory obligations and members / management requirements.
8. Ensure that service delivery takes account of the differing needs of people across Basildon and that customer intelligence, insight and demographic data is used to underpin service plans.
9. Manage organisational talent by leading and inspiring individuals, ensuring that effective succession planning exists and building robust and measurable capacity throughout the teams you are responsible for.
10. Provide accountable and coherent leadership and behaviours which build effective corporate management arrangements for the Council and its partners.
11. Build strong corporate relationships with members, management, partners, governmental bodies and stakeholders ensuring that influence and evidence is used to promote better outcomes for Basildon's community.
12. Promoting the Council's aims and objectives, engaging with key partners, stakeholders, members and staff at all levels to promote understanding of the Council's corporate objectives.
13. Any other duties to the post: These other duties must be equivalent to or below the salary and status of the role and where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

14. Undertake all the duties within the framework of Equal Opportunities.
15. As a Head of Service you must ensure full compliance with Health and Safety legislation and that Health and Safety matters are being managed on a day to day basis by your competent managers. You will also ensure you demonstrate you're committed to Health and Safety by leading by example.
16. You must ensure that you comply at all times with the General Data Protection Act relating to personal information held by the Council. Any employee who misuses, accesses or discloses personal data relating to a living individual without checking that it is to be used for an authorised purpose relevant to the Authority, may be prosecuted in a Criminal Court, as well as facing disciplinary action.

Service Responsibilities

1. Responsible for all areas of Member engagement in relation to regeneration, economic development, Sempra and Development and Investment, including regular liaison, Member briefing meetings, briefing notes, presentations and Cabinet papers.
2. Conduct high level and complex negotiations with developers, funders, landowners, investors, stakeholders and Government agencies regarding major regeneration and housing development opportunities / proposals and deliver the Basildon Town Centre Masterplan and wider town initiatives
3. Establish and develop effective and confident relationships regarding commercial and development opportunities. This will be internal stakeholders including Members, the Chief Executive, Directors and Senior Management as well as external partners such as Essex County Council, Homes England, Highways England and a wide range of development partners and professional advisors.
4. Responsible for developing and monitoring complex legal and financial arrangements to deliver projects across area of responsibility.
5. Responsible for all aspects of PR and communications across area of responsibility as well as ensuring all correspondence, complaints and enquiries and responded to in line with corporate and service requirements.
6. Produce detailed annual (or longer) implementation plans for services which will deliver service plans, including resource allocation, performance and programme management measures and responsibilities and financial profiles.
7. Review systems in place for data management and project and programme management to ensure they are fit for purpose and reflect good practice.
8. Develop funding strategies and lead on the submission of funding bids for the service.
9. Deputise for the Assistant Director – Growth as required.

Specific Responsibilities

Regeneration

1. Lead on all aspects of the development and delivery of the Council's Regeneration Policy and strategy action plan.
2. Lead on a range of key complex multi-million-pound capital and revenue regeneration projects for the Council. Several projects will be underway at any given time and the financial value of these projects will range from a few thousand to tens of millions of pounds. Some of these budgets, for example those managed through development agreements, will sit outside of the Council's budget and normal accounting arrangements.
3. Lead on options appraisals, feasibility development and project implementation including procuring contractors and consultants, managing project teams, achieving all necessary approvals, risk management, financial business planning, communication and engagement.
4. Lead on the delivery of the Council's health regeneration programme and oversee a range of complex relationships with health bodies and challenging projects to deliver new health facilities in the borough and improve health outcomes for residents.

Economic Development

1. Lead on the development and delivery of the Council's Economic Development Policy and strategy action plan and oversee the development of its evaluation framework.
2. Ensure that the borough's economic position and strengths and weaknesses are addressed and enhanced and fully articulated to a widerange of parties.
3. Lead on Council initiatives to improve the skills and educations attainment of residents. Champion engineering apprenticeships and other opportunities within the advanced manufacturing and digital sectors in the borough, developing a skills strategy to support the Councils inclusive agenda to benefit local residents.
4. Provide high level strategic input into the development of the Council's international economic development and support the Economic Development Team Manager to work closely with Council's Commercial Team to identify strategic acquisitions, opportunities and ensure that the Council also maximises the benefits from such activities.
5. Lead on the development and delivery of the Council's Inward Investment Policy and Strategy action plan including hosting investors, business events (UK and abroad) and conducting tours of the borough and benchmarking.
6. Be the key point of contact for all landowners, developers, businesses and investors interested in expanding or locating to or investing in the borough and present Basildon in the most positive light via innovative ways throughout all aspects of work.
7. Represent the Council on home and foreign visits and trade missions when required to do so.

Development and Investment

1. To provide leadership and direction to the Council's housing regeneration strategic projects by supporting the Sempra and Development and Investment Managers
2. To manage a specialist project team consisting of officers and consultants to deliver the new house building programme. This will be supporting approx. 800 new homes identified in the current build programme which has the potential to grow, including mixed use development opportunities as and when further land and resources become available.
3. To ensure that adequate consultation is undertaken and that all planning consents are achieved for the new developments. To lead on the management of the construction activities and ensure that progress against programme is maintained.
4. To be the key point of contact with Members, Management, Homes England and MHCLG and other partners and stakeholders regarding the Council's strategic housing regeneration projects.
5. To ensure Sempra homes delivers its Business Plan in accordance with Council priorities.
6. To ensure effective governance and reporting arrangements are in place for the New Home Programme and Sempra Business Plan.

PERSON SPECIFICATION

Position Title:	Head of Regeneration and Development	Date Prepared:	January 2019
Department:	Growth	Band:	SE3

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	At least 5 years relevant experience and evidence of consistently high levels of planning and service delivery within a complex, corporate environment	✓		AF/I/T
1.2	Significant experience and knowledge of successful delivery of housing development/regeneration/estate regeneration/economic development projects	✓		AF/I/T
1.3	Experience for working on complex development appraisal models	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
1.4	In depth experience and understanding of the wider development process including the development finance cycle	✓		AF/I/T
1.5	Experience of leading on the development of major funding bids	✓		AF/I/T
1.6	Experience of leading on successful high-level and complex negotiations in relation to regeneration and development	✓		AF/I/T
1.7	Experience of leading on high level s106 negotiations	✓		AF/I/T
1.8	Evidence of building, maintaining and using networks to influence positive organisational behaviour, placing customers at the centre of everything of everything we do	✓		AF/I/T
1.9	Proven track record as a dynamic and effective leader, able to motivate and develop teams/individuals	✓		AF/I/T
1.10	Clear evidence of effective resource, people and performance	✓		AF/I/T
1.11	Strong evidence of having used successful relationships to provide joined up services	✓		AF/I/T
1.12	Evidence of effective management of own and teams performance and development	✓		AF/I/T
1.13	Evidence of being able to manage in a changing and political environment	✓		AF/I/T
1.14	Evidence of procuring services through the most cost efficient route	✓		AF/I/T
1.15	Detailed knowledge and understanding of the Thames Estuary Gateway, sub regional (ASELA) growth areas and regeneration / housing projects in the borough	✓		AF/I/T
1.16	Ability to interpret complex legal documents in relation to work area	✓		AF/I/T
1.17	Ability to lead the organisation of major events in this country and overseas and to attend UK and overseas events	✓		AF/I/T
2.	COMPETENCIES			
1	LEADING AND DECIDING Takes control and exercises leadership. Initiates action, gives direction and takes responsibility.	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
2	<p>SUPPORTING AND CO-OPERATING</p> <p>Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation.</p>	✓		AF/I/T
3	<p>INTERACTING AND PRESENTING</p> <p>Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.</p>	✓		AF/I/T
4	<p>ANALYSING AND INTERPRETING</p> <p>Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicate well in writing.</p>	✓		AF/I/T
5	<p>CREATING AND CONCEPTUALISING</p> <p>Opens to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Support and drives organisational change.</p>	✓		AF/I/T
6	<p>ORGANISING AND EXECUTING</p> <p>Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.</p>	✓		AF/I/T
7	<p>ADAPTING AND COPING</p> <p>Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.</p>	✓		AF/I/T
8	<p>ENTERPRISING AND PERFORMING</p> <p>Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.</p>	✓		AF/I/T
3.	<p>EDUCATION AND TRAINING</p>			
3.1	<p>Professional and Managerial skills and experience to ensure effective outcomes, underpinned by relevant professional and managerial qualifications or experience</p>	✓		AF

	REQUIREMENTS	Essential	Desirable	Assessed
3.2	Corporate Membership or eligibility for Corporate Membership of a relevant professional body		✓	AF
3.3	Management qualification or evidence to support commitment towards continuing professional development		✓	AF/I
3.4	Degree in a relevant technical or business discipline		✓	AF/I