

# Job Description

## Regeneration Officer

*Date: September 2018*

**POST:** Regeneration Officer

**SERVICE:** Growth

**SECTION:** Regeneration

**BAND:** 7

**REPORTS TO:** Team Manager for Regeneration

**RESPONSIBLE FOR:** N/a

**TYPE:** Hot desk in Basildon Centre

All posts are covered by 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.

## **MAIN PURPOSE**

Basildon Borough Council is embarking on an exciting journey as is committed to improving the lives of all residents across our five towns. This will be achieved through creating opportunity and prosperity for local people and businesses. The regeneration of our borough will make it a more vibrant place to live, work, relax as well as grow the economy. The Council's Regeneration Team is dedicated to the delivery of town centre regeneration which supports the Council's aspiration to transform the borough. This post will play a critical role in driving 'aspiration' and delivering the core promises to create– *'vibrant town centres and a thriving economy for everyone'*.

As Regeneration Officer you will need to work with colleagues to support the delivery of one of the region's most ambitious regeneration agendas. The post-holder will also be expected to develop their regeneration knowledge throughout the course of the programme to be able to develop and deliver projects to support the regeneration. You will also be required to work with local partners and residents to create opportunities for our local community. You will form part of a professional team and will be expected to work on a wide range of regeneration projects. You will provide support to the Team Manager for Regeneration and Principal Regeneration Officer and also the wider Growth Service. When required you will support the Service Manager (Regeneration and Development), the Head of Service (Regeneration and Economic Development) and Assistant Director for Growth. To succeed in this role you will need to be flexible, innovative and able to 'think outside of the box' to successfully progress within the programme.

## **SERVICE INFORMATION**

Basildon Borough Council is committed to achieving sustainable regeneration and economic development within the Borough that benefits all sectors of the community. This is to be

achieved without sacrificing the local environment and with adequate infrastructure in place to support growth.

The Regeneration Team is responsible for the Council's non-housing estate, supporting regeneration and economic development projects and the strategic housing function. Working with a variety of professional functions, across all sectors of our community this role will support the development of a sustainable built environment.

## **DUTIES**

### **Project Management**

1. To assist the Team Manager for Regeneration to maintain a comprehensive awareness of trends and policies affecting Basildon Borough and South Essex, within the context of the role of Basildon Borough Council, and in particular on the Government's Localism policy, regional policies and strategies, funding mechanisms and best practice.
2. To provide project management support to enable the delivery of key projects as identified within the regeneration programme.
3. To manage sub projects within the regeneration programme under the direction of the Team Manager for Regeneration and Principal Regeneration Officer.
4. To provide support to a wide range of professional disciplines including planning, asset management, development, project management, cost consultancy, development appraisals, economic development, international development and general consultancy.
5. To organise meetings and issue agendas and project documents to team members. Take minutes and actions from meetings and work to ensure that all actions are undertaken according to required timescales.
6. Provide information and support to enable consultants meet deadlines in accordance with project briefs and agreed programme. Maintain Project Directories and provide regular and accurate communication to project team members.
7. To attend meeting with Stakeholders including developers in order to develop projects and secure regeneration benefits for the borough.
8. To assist in the preparation of funding bids and appraisals, where required.
9. To assist in the preparation of the annual business and service plans and strategic documents to support the Regeneration Service and secure funding from key partners.
10. To collate information for the preparation of internal and external programme monitoring reports. Update project management methodology/process and frameworks that are needed to deliver and manage project effectively.

11. To plan and prepare regeneration/economic development related events/consultation exercises including the design and production of leaflets, exhibition material and other public information documentation as required, ensuring that all relevant Council Directorates, businesses, partners, investors, community organisations, amenity and minority groups, external agencies and Government Bodies are consulted/involved as appropriate. Attend and participate in events.
12. To prepare briefs, presentations and planning for meetings/events and collating information for projects.

#### Procurement

13. To assist the Team Manager for Regeneration and Principal Regeneration Officer in activities during the procurement of goods, works and services in accordance with contract procedure rules and management of contracts. To prepare tender briefs and specifications working collaborately with key services such as legal and procurement.
14. To assist in the procurement of resources to support the delivery of projects.

#### Funding and Financial Management

15. To assist in the production of information in relation to budget monitoring and performance returns. To undertake financial management activities including raising purchase orders. GRN's and processing invoices on behalf of the team.
16. Produce information and evidence to support the preparation of claims, budget monitoring and performance returns.

#### General

17. To support the preparation for major international events/visits with business partners, Government agencies, investors and developers.
18. To maintain effective and professional relationships with services within Basildon Borough Council in support of the projects.
19. To respond to unplanned service priorities to meet the aims and objectives of the Council.
20. Undertake all the duties within the framework of Equal Opportunities.
21. Any other duties appropriate 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".
22. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

## PERSON SPECIFICATION

<b>Position Title:</b>	Regeneration Officer 7	<b>Date Prepared:</b>	September 2018
<b>Department:</b>	Regeneration	<b>Band:</b>	7

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
-----------------------------	----------------------	----------------

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>KNOWLEDGE AND EXPERIENCE</b>			
1.1	Experience of working on regeneration projects within a local authority	✓		AF/I/T
1.2	Financial management experience	✓		AF/I
1.3	Experience in assisting with the preparation of funding bids and ability to write accurately, timely and persuasive bids		✓	AF/I
1.4	Knowledge of working on complex development appraisal models		✓	AF/I/T
1.5	Knowledge and understanding of the sub regional growth areas, and housing and regeneration projects in the borough.	✓		AF/I/T
<b>2.</b>	<b>COMPETENCIES</b>			
	<b>WORKING WITH PEOPLE</b>			
2.1	<ul style="list-style-type: none"> <li>a) Demonstrates an interest in and understanding of other</li> <li>b) Adapts to the team and builds team spirit</li> <li>c) Recognises and rewards the contribution of others</li> <li>d) Listens, consults others and communicates proactively</li> <li>e) Supports and cares for others</li> <li>f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses</li> </ul>	✓		AF/I
	<b>WRITING AND REPORTING</b>			
2.2	<ul style="list-style-type: none"> <li>g) Writes clearly, succinctly and correctly</li> <li>h) Writes convincingly in an engaging and expressive manner</li> <li>i) Avoids the unnecessary use of jargon and complicated language</li> <li>j) Writes in a well-structured and logical way</li> <li>k) Structures information to meet the needs and understanding of the intended audience</li> </ul>	✓		AF/I
2.3	<b>ACHIEVING PERSONAL WORK GOALS AND OBJECTIVES</b> <ul style="list-style-type: none"> <li>• Accepts and tackles demanding goals with enthusiasm</li> </ul>	✓		AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> <li>Works hard and puts in longer hours when it is necessary</li> <li>Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities</li> <li>Seeks progression to roles of increased responsibility and influence</li> </ul>			
	<b>APPLYING EXPERTISE AND TECHNOLOGY</b>			
2.4	<ul style="list-style-type: none"> <li>Applies specialist and detailed technical expertise</li> <li>Develops job knowledge and expertise through continual professional development</li> <li>Shares expertise and knowledge with others</li> <li>Uses technology to achieve work objectives</li> <li>Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity</li> <li>Demonstrates an understanding of different organisational departments and functions.</li> </ul>	✓		AF/I
	<b>ADHERING TO PRINCIPLES AND VALUES</b>			
2.5	<ul style="list-style-type: none"> <li>Upholds ethics and values</li> <li>Demonstrates integrity</li> <li>Promotes and defends equal opportunities, builds diverse teams</li> <li>Encourages organisational and individual responsibility towards the community and environment</li> </ul>	✓		AF/I
	<b>PLANNING AND ORGANISING</b>			
2.6	<ul style="list-style-type: none"> <li>Sets clearly defined objectives</li> <li>Plans activities and projects well in advance and takes account of possible changing circumstances</li> <li>Manages time effectively</li> <li>Identifies and organises resources needed to accomplish tasks</li> <li>Monitors performance against deadlines and milestones</li> </ul>	✓		AF/I
	<b>COPING WITH PRESSURE AND SETBACKS</b>			
2.7	<ul style="list-style-type: none"> <li>Works productively in a high pressure environment</li> <li>Keeps emotions under control during difficult situations</li> <li>Balances the demands of work life and personal life</li> <li>Maintains a positive outlook at work</li> <li>Handles criticism well and learns from it</li> </ul>	✓		AF/I
<b>3</b>	<b>SPECIAL ABILITIES</b>			
3.1	Ability to work as part of a team to deliver projects and programmes	✓		AF/I
3.2	A strong community focus in the strategic planning of projects, including experience of public consultation and understanding of community issues.		✓	AF/I

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
3.3	Ability to work with minimum supervision, to a short brief and deliver projects on team.	✓		<b>AF/I/T</b>
3.4	Strong communication skills, verbal and written, good presentation skills and the ability to develop and maintain effective relationships with the consultants, partners, residents and officers.	✓		<b>AF/I/T</b>
3.5	Flexibility and ability to work under pressure, including meeting deadlines and managing a range of tasks and demands simultaneously.	✓		<b>AF/I/T</b>
3.6	Ability to anticipate problems and provide effective and innovative solutions as well as preventing potential problems.		✓	<b>AF/I</b>
3.7	Ability to organise major events in this country and overseas, and to attend UK events.		✓	<b>AF/I</b>
3.8	Good negotiation skills.	✓		<b>AF/I</b>
3.9	Ability to interpret complex documents and to understand legislation in relation to work activities.		✓	<b>AF/I</b>
3.10	Solid co-ordination and organisational skills.	✓		<b>AF/I</b>
<b>4</b>	<b>EDUCATION AND TRAINING</b>			
4.1	IT experience, including the use of Word, Excel, PowerPoint and project management software.	✓		<b>AF</b>
4.2	Formal project management training		✓	<b>AF</b>
4.3	Degree, diploma or similar qualification in a relevant technical or business discipline.		✓	<b>AF</b>
4.4	Ideally one or more of the following professional backgrounds:, regeneration, property, housing development, economic development planning or surveying.	✓		<b>AF/I</b>

