

Job Description

Regeneration Officer - Career Development Programme



POST:	Regeneration Officer – Career Development Programme
SERVICE:	Regeneration and Economic Development
SECTION:	Regeneration
BAND:	Band 6 to Band 8
REPORTS TO:	Team Manager for Regeneration
RESPONSIBLE FOR:	N/a
TYPE:	Agile/Mobile Worker

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 transformation journey that will fundamentally change the way the authority serves its customers and ensure that Basildon is the 'place' and its residents are best placed to sustain and develop the Borough's prosperity for the next 50 years. The Council's 5 promises form the foundation of the Council's transformation journey. This post will play a critical role in driving 'aspiration' and delivering 3 of the core promises – *'we will demand good public services from others, we will support and develop the local economy and we will transform our borough'*.

This role presents a unique opportunity to introduce a career development scheme for the regeneration service. Entry level into the programme will be at Band 6 with a view of rising to Band 8 throughout the course of the programme. The programme will have clearly defined goals, expectations to gain the right level of knowledge, skills and expertise that are required in order to progress each key stage of the programme.

As Regeneration Support 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 learn and be able to develop and bring forward 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 Regeneration Services.

When required you will support the Service Manager (Regeneration and Development) and the Head of Service (Regeneration and Economic Development). 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 Property and 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 and enable the Team Manager for Regeneration and Regeneration Officers to maintain a comprehensive awareness of trends and policies affecting Basildon Borough and South Essex, within the context of the role of the Basildon Borough Council, and in particular on the Government's Localism policy, regional policies and strategies, funding mechanisms and best practice.
2. To provide day to day support for the development and delivery of projects as identified within the regeneration programme.
3. To co-ordinate and service meetings for specialist consultancy and project teams from a wide range of professional disciplines including planning, asset management, development, project management, cost consultancy, development appraisals, economic development, international development and general consultancy.
4. 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.
5. Maintain Project Directories and provide regular and accurate communication to project team members.
6. To assist in the preparation of briefs, presentations and planning for meetings/events and collating information for projects.

7. To provide information and undertake research 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.
8. To be responsible for maintaining quality information on the website pages for the Regeneration Team. To collate information for the preparation of internal and external programme monitoring reports.
9. 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.

Procurement

10. 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.
11. To assist in the procurement of resources to support the delivery of projects.

Funding and Financial Management

12. 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.
13. Provide information and evidence to support the preparation of claims, budget monitoring and performance returns.
14. To assist in the preparation of funding bids and appraisals.

General

15. To support the preparation for major international events/visits with business partners, Government agencies, investors and developers.
16. To support the maintenance of effective and professional relationships with services within Basildon Borough Council in support of the projects.
17. To respond to unplanned service priorities to meet the aims and objectives of the Council.
18. Undertake all the duties within the framework of Equal Opportunities.

19. 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”.
20. 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

Position Title:	Regeneration Officer 6	Date Prepared:	December 2015
Department:	Regeneration and Economic Development	Band:	6

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	KNOWLEDGE AND EXPERIENCE			
1.1	Knowledge of delivering development/regeneration/economic development/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 and understanding of the sub regional growth areas, and housing and regeneration projects in the borough.		✓	AF/I
1.5	Right to work in the UK	✓		AF/I
2.	COMPETENCIES			
	WORKING WITH PEOPLE			
2.1	<ul style="list-style-type: none"> • Demonstrates an interest in and understanding of other • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses 	✓		T
	ACHIEVING PERSONAL WORK GOALS AND OBJECTIVES			
2.3	<ul style="list-style-type: none"> • Accepts and tackles demanding goals with enthusiasm • Works hard and puts in longer hours when it is necessary • Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities • Seeks progression to roles of increased responsibility and influence 	✓		T
	ADHERING TO PRINCIPLES AND VALUES			
2.5	<ul style="list-style-type: none"> • Upholds ethics and values 	✓		T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> • Demonstrates integrity • Promotes and defends equal opportunities, builds diverse teams • Encourages organisational and individual responsibility towards the community and environment 			
2.6	<p>PLANNING AND ORGANISING</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Manages time effectively • Identifies and organises resources needed to accomplish tasks • Monitors performance against deadlines and milestones 	✓		T
2.7	<p>COPING WITH PRESSURE AND SETBACKS</p> <ul style="list-style-type: none"> • Works productively in a high pressure environment • Keeps emotions under control during difficult situations • Balances the demands of work life and personal life • Maintains a positive outlook at work • Handles criticism well and learns from it 	✓		T
3	SPECIAL ABILITIES			
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
3.3	Ability to work with minimum supervision, to a short brief and deliver projects on team.	✓		AF/I/T
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.	✓		AF/I/T
3.5	Flexibility and ability to work under pressure, including meeting deadlines and managing a range of tasks and demands simultaneously.	✓		AF/I/T
3.6	Ability to anticipate problems and provide effective and innovative solutions as well as preventing potential problems.		✓	AF/I
3.7	Ability to organise major events in this country and overseas, and to attend UK events.	✓		AF/I
3.8	Good negotiation skills.	✓		AF/I
3.9	Ability to interpret complex documents and to understand legislation in relation to work activities.		✓	AF/I
3.10	Solid co-ordination and organisational skills.	✓		AF/I
4	EDUCATION AND TRAINING			

	REQUIREMENTS	Essential	Desirable	Assessed
4.1	IT experience, including the use of Word, Excel, PowerPoint and project management software.	✓		AF
4.2	Formal project management training		✓	AF
4.3	Degree, diploma or similar qualification in a relevant technical or business discipline.		✓	AF
4.4	Ideally one or more of the following professional backgrounds: economic development, regeneration, housing development, planning or surveying.		✓	AF/I

Detailed below are the standards and criteria for each key stage from entry level at Scale 6 (Regeneration Support) through to Scale 8 (Senior Regeneration Officer) upon completion of the programme:

REGENERATION CAREER DEVELOPMENT PROGRAMME – Standards and Expectations						
Scale	SCP's	Task	Standards	Knowledge and Experience	Evidence	Training
6	24-28	PROJECT MANAGEMENT AND DELIVERY	<ul style="list-style-type: none"> • Provide project management support to project managers • Support the delivery of regeneration projects identified within the programme • To organise meetings and issue agendas and project documents to team members. Working closely and engaging with professional resources across a range of disciplines • Take minutes and actions from meetings and work to ensure that all actions are undertaken according to required timescales • Maintain Project Directories and provide regular and accurate communication to project team members • Collate information for the preparation of the internal and external programme monitoring reports. 	<p>Understanding of local knowledge and context</p> <p>Effective meeting/diary management</p> <p>Taking effective and accurate meeting notes</p> <p>Recognition of the importance of partnership working</p> <p>Be able to produce project plans and other key project management documents</p> <p>Understanding of project risks</p>	<p>Observations of Managers</p> <p>Feedback from partners and other service departments</p>	<p>Corporate project management training (Verito/Covalent)</p> <p>Managing Workplace Projects</p>

			<ul style="list-style-type: none"> • To assist in the preparation of briefs, presentations, planning for events and collating information for projects. • To support the maintenance of effective and professional relationships with services within Basildon Borough Council in support of the projects 			
		PROCUREMENT	<ul style="list-style-type: none"> • Support the process for the procurement of goods, works and services in accordance with contract procedure rules and OJEU regulations and management of contracts. 	<p>Awareness of Council procedure rules</p> <p>Insight to contract management and managing resources</p> <p>Awareness of the Council's Constitution and Financial Management Regulations</p> <p>Understanding of approvals that are required</p>	Supporting and being involved in a procurement process from start to finish	Corporate Procurement Training
		FUNDING AND FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> • To assist in the production of funding bids and appraisals • Provide information and evidence to support the preparation for grant claims, 	<p>Provide and research information for the inclusion of funding bids and appraisals</p> <p>Monitor the delivery of outputs and provide</p>	<p>Spreadsheets and reports</p> <p>Purchase orders completed</p>	Financial management training

			<p>budget monitoring and performance returns</p> <ul style="list-style-type: none"> • 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 	<p>information for performance returns</p> <p>Be able to keep accurate records and produce spreadsheets to support the monitoring of outputs and performance information</p> <p>Be able to proficiently raise purchase orders and complete GRN's for the team</p> <p>Attain an understanding of financial and year end procedures</p>	<p>Invoices processed on time</p>	
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7	29-33	PROJECT MANAGEMENT AND DELIVERY	<p>To provide project management support to enable the delivery of key projects identified within the regeneration programme.</p> <p>To manage sub projects within the regeneration programme under the direction of the Team Manager for Regeneration and Principal Regeneration Officer.</p> <p>To provide support to a wide range of professional disciplines including planning, asset</p>	<p>To be able lead and develop smaller projects within the programme with supervision</p> <p>To be able Implement and prepare project management documents used to help effectively manage projects</p>	<p>Observations of Managers</p> <p>Feedback from partners and other service departments</p> <p>Project delivery</p> <p>Project documentation</p>	<p>Project management training (accredited)</p> <p>Business report writing</p> <p>CDM Training</p>

			<p>management, development, project management, cost consultancy, development appraisals, economic development, international development and general consultancy.</p> <p>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.</p> <p>Provide information and support to enable consultants meet deadlines in accordance with project briefs and agreed programme.</p> <p>Maintain Project Directories and establish a project management framework for projects. Provide regular and accurate communication to project team members</p> <p>To collate information for the preparation of the internal and external programme monitoring reports.</p>	<p>Work alongside professional resources and gain a knowledge and insight to their area of expertise</p> <p>To have the knowledge and skills to prepare agendas and project specific information</p> <p>To take accurate and concise meetings notes</p> <p>To prepare project plans and delivery outputs in accordance</p> <p>To be able to keep precise project management records</p> <p>To be able to engage effectively with key partners and stakeholders</p> <p>To be able to write project briefs and reports</p>	<p>Compliance with performance targets</p>	
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			<p>Update project management processes and frameworks that are needed to deliver and manage projects effectively.</p> <p>To prepare briefs, presentations, planning for events and collating information for projects.</p> <p>To attend meetings with stakeholders including developers in order to develop projects and secure regeneration benefits for the borough.</p> <p>To maintain effective professional relationships with services within Basildon Borough Council in support of the projects.</p> <p>To maintain effective professional relationships with services within Basildon Borough Council in support of the projects.</p>			
		PROCUREMENT	To assist Senior Officers in activities during the procurement of goods, works and services in accordance with contract procedure rules and OJEU regulations and management of contracts.	To be able to produce tender documents and engage with key documents to attain information	Observations of Managers Feedback from partners and other service departments	

			<p>To prepare tender briefs, specifications working collaborately with key services such as legal and Procurement, including the production of evaluation methodology.</p> <p>To assist in the procurement of resources to support the delivery of projects.</p>	<p>To be able to review tender and evaluate tender submission</p> <p>Participate in tender interview and panels</p>	<p>Project briefs</p> <p>Compliance with performance targets</p>	
		FUNDING AND FINANCIAL MANAGEMENT	<p>To assist in the production of funding bids and appraisals.</p> <p>Produce information for grant claims, budget monitoring and performance returns.</p> <p>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.</p>	<p>To able to write effect and compelling funding bids</p> <p>To be able to analyse financial reports and profiles and complete project claims, providing evidence to support the claim.</p>	<p>Observations of Managers</p> <p>Spreadsheets, financial report and funding bids</p>	
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8	34-38	PROJECT MANAGEMENT AND DELIVERY	<p>Provide guidance and support to junior team members.</p> <p>To supervise and manage up to ten specialist consultancy teams from a wide range of professional disciplines</p>	<p>To be able to lead and develop projects without supervision</p> <p>To have the skills to lead and manage projects teams</p>	<p>Projects being delivered on time and within budget</p> <p>Observations of Managers</p>	<p>Moden.gov training</p> <p>Management essentials</p>

			<p>including planning, asset management, development, project management, cost consultancy, development appraisals, economic development, international development and general consultancy.</p> <p>To lead and development and investment project, primarily construction projects on behalf of the Council.</p> <p>To chair project meetings, produce agendas and prepare materials/documents for meetings.</p> <p>Ensuring consultants meet deadlines in accordance the contractual arrangements. Quality checking work, ensuring Council procedures are met and managing the member interface.</p> <p>To take responsibility for the preparation of internal and external programme and project monitoring reports using corporate project management methodology. Develop project management processes and frameworks that are needed to</p>	<p>To have the skills and experience to deliver construction projects.</p> <p>To lead and chair project team meetings.</p> <p>Prepare project information and reports to support deliver</p> <p>Provide contract management</p> <p>To be able to engage effectively with Members, Consultants and other stakeholders</p> <p>To provide projects management updates to a wide range of audience</p> <p>Be able to produce delivery plans, risk and other project management documentation</p>	<p>Feedback from partners and other service departments</p> <p>Production of strategic documents</p> <p>Compliance with performance targets</p>	<p>Presentation skills</p> <p>Effective meeting management</p> <p>CDM Training</p> <p>CSCS Training</p>
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			<p>deliver and manage projects effectively.</p> <p>To develop project initiative documents delivery plans, risk assessments, budget forecasts, business cases and project appraisals for projects.</p> <p>To negotiate with relevant stakeholders including developers in order to develop projects and secure regeneration benefits for the borough.</p>			
		PROCUREMENT	<p>To lead on the procurement of goods, works and services in accordance with contract procedures rules and OJEU regulations and the management of contracts. Ensuring that approvals are in place to enable the Council to enter into an agreement for works.</p> <p>To prepare tender briefs, specifications working collaborately with key services such as legal and Procurement, including the evaluation of tender submissions.</p>	<p>To write effective tender bids, being clear on the requirements of the Council.</p> <p>To be able to assess bids, produce robust evaluation tools.</p> <p>Lead on interviews from the client side</p>	<p>Observations of Managers</p> <p>Feedback from partners and other service departments</p>	

			To be responsible for ensuring that appropriate resources to support the delivery of projects are procured in the appropriate manner, in accordance with Council procedures and OJEU regulations.			
		FUNDING AND FINANCIAL MANAGEMENT	<p>To lead on the preparation of funding bids and appraisals for the Council and individual projects. Subsequently monitor expenditure against profile and project plans and provide performance management returns.</p> <p>Negotiate funding agreements with key partners. Subsequently monitor expenditure against profile and project plans and provide performance management returns and comply with the terms of the funding agreements.</p> <p>To maintain and manage externally funded budgets of up to £5m – with detailed knowledge of capital/revenue requirements within Local government.</p> <p>Ensuring grant claims are prepared and submitted on time</p>	<p>To able to write effect and compelling funding bids</p> <p>To be able to analyse financial reports and profiles and complete project claims, providing evidence to support the claim.</p> <p>To approve project expenditure</p>	<p>Observations of Managers</p> <p>Feedback from partners and other service departments</p> <p>Spreadsheets, financial report and funding bids</p>	

			<p>for key funding partners such as Communities and Local Government (CLG), Homes and Communities Agency (HCA), European Commission and Essex County Council (ECC).</p> <p>To spend and monitor budgets in line with agreed budgets and grants received from the principle funding partners and internal resources. Produce budget monitoring reports, as required.</p>			
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