

Job Description

Job Title: Regeneration Manager	Service Area: Regeneration
Division: Community Wealth Building	Job Number: Job Evaluation Number: 598/599/600
Grade: PO3 - PO6	Date last updated: Date of last Evaluation:

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

- To bring forward developments that creates sustainable, resilient communities.
- To manage all aspects of major site development within the Borough.
- To be a fully participating member of the Regeneration service, positioning Newham as a leading London borough and driving significant improvement to local residents' quality of life and to the effective and efficient operation of local, and London wide, business.

Job Context

1. The potholder reports to Area Programme Manager or Area

2. Manager.
3. The postholder will procure and manage sub-contractors and/or consultants as required.
4. The postholder has responsibility for project budgets.
5. The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
6. The postholder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
7. The postholder has specific risk management responsibilities in respect of the projects on which they work.

Key Tasks and Accountabilities

1. Ensure the effective and efficient planning, implementation, review and closure of projects within own remit.
2. Establish, develop and maintain effective working relationships with relevant stakeholders.
3. Manage revenue and capital budgets for specific projects ensuring costs are kept within the allotted budget.
4. Monitor performance indicators and quality target to ensure that the service meet agreed objectives.
5. Attend and contribute at meetings in a wide range of settings such as site meetings, consultation events and public meetings.
6. Provide best practice expertise to other staff and senior management.
7. Anticipate problems and provide effective solutions.
8. Prepare and update method statements and risk statements as and when required.
9. Effective liaison and management of all sub-contractors and other consultants and suppliers working on the project.
10. Negotiate with relevant stakeholders including developers to secure regeneration benefits for the Borough.
11. Contribute to the purchase of strategic sites within the area and the relocation where necessary of existing occupiers

12. Assist in maintaining 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.
13. Prepare and present reports for Senior Managers to facilitate and inform understanding and decision-making.
14. Assist with the preparation of master plans and other development proposals
15. Assist in ensuring that project information is maintained and is accurate and complete on corporate systems.
16. Comply with Standing Orders, financial regulations and statutory obligations and ensure service procurement, commissioning and delivery; and the management of people; is within London Borough of Newham's policy and related requirements.

Additional duties applicable at PO4

1. Prepare development and tender briefs in line with best practice, Council standing orders and relevant legislation
2. Assess feasibility studies, preparing reports and recommendations to senior managers, project boards and partners

Additional duties at PO5

1. Advise and work with developers with the preparation of masterplans and other development proposals
2. Prepare briefings and reports for the Mayor and members

Additional duties applicable to P06

1. Prepare input to and offer solutions for consideration in the development of project proposals and ensure they comply with agreed strategies
2. Manage the performance of staff and contractors ensuring that personal staff objectives meet corporate requirements and appraisals and personal development plans are completed effectively.

Person Specification

Job Title: Regeneration Manager	Service Area: Regeneration
Division: Strategic Regeneration, Planning & Olympic Legacy	Job Number: Job Evaluation Number: 598/599/600
Grade: PO3 - PO6	Date last updated: May 2012 Date of last Evaluation: 9 th September 2009

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Understanding of legal frameworks and legislation relating to : <ul style="list-style-type: none"> ○ Environmental ○ Landlord/tenant issues ○ Contract law ○ Planning ○ Development Process 	<p>Application Form/Interview</p>

<ul style="list-style-type: none"> • Sound knowledge and understanding of project management in development projects including an understanding of viability appraisals and development economics. • An understanding of, and demonstrable commitment to, London Borough of Newham's vision and core values. • Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>Relevant degree and/or professional qualification is desirable</p>	<p>Application Form</p>
<p>CRB:</p> <p>Not applicable to this post</p>	
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Successfully delivering regeneration projects • Managing substantial capital and revenue budgets • Managing others, including consultants • Progressing land and regeneration schemes • Experience of working on multi-agency partnership projects • Urban regeneration in a multi-cultural inner city area 	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Presentation & communication skills • Ability to use initiative and analytical thinking in varying situations • Contract management skills and ability to use relevant software 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>

<ul style="list-style-type: none"> • Highly organised with good planning skills and ability to meet strict deadlines • Budget management • Report writing • Project management skills • Strong ICT Skills 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict • Assertive and logical • Articulate, pro-active, self-motivated, committed and enthusiastic • Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate • Ability to work cooperatively and in collaboration with other stakeholders and colleagues • Creative with a forward-looking approach that maximises opportunities before they are lost • High degree of probity and integrity; committed to the activities and actions of Newham • Ability to anticipate problems and provide effective solutions 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>