

## Job Description

<b>Job Title:</b> Senior Regeneration Manager	<b>Service Area:</b> Regeneration
<b>Division:</b> Regeneration and Planning	<b>Job Number:</b>  <b>Job Evaluation Number:</b> 4627
<b>Grade:</b> P07	<b>Date last updated:</b> Dec 2021  <b>Date of last Evaluation:</b> 19 Dec 2021

### 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 post holder reports to Area Programme Manager or Senior Area Programme Manager.

2. The postholder will procure and manage contractors and/or consultants as required.
3. The postholder has responsibility for project budgets for multi-million pound schemes. Schemes in excess of £50M.
4. The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
5. The postholder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
6. The postholder has specific risk management responsibilities in respect of the projects on which they work.
7. The post holder may manage and mentor a Graduate Trainee/s or similar post.

### **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 budget.
4. Monitor performance indicators and quality targets to ensure that the service meets agreed objectives.
5. Attend and lead meetings in a wide range of settings such as site meetings, consultation events and public meetings.
6. Provide best practice expertise to other staff, senior management and politicians.
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 commercially beneficial 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 and politicians to facilitate and inform understanding and decision-making.
14. Lead on the preparation of master plans and other development proposals
15. Lead on ensuring that project information is maintained accurately 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.
17. Prepare development and tender briefs in line with best practice, Council standing orders and relevant legislation
18. Assess feasibility studies, preparing reports and recommendations to senior managers, project boards and partners
19. Advise and work with developers with the preparation of masterplans and other development proposals
20. Prepare briefings and reports for the Mayor and members
21. Manage the performance of staff and contractors ensuring that personal staff objectives meet corporate requirements and appraisals and personal development plans are completed effectively.
22. Initiate and creatively develop project proposals to maximise outputs inline with regeneration objectives of the borough.
23. Represent the Council on external forums and maintain good high level stake holder relationships to maximize regeneration opportunities for the borough.

## Person Specification

<b>Job Title:</b> Senior Regeneration Manager	<b>Service Area:</b> Regeneration
<b>Division:</b> Regeneration and Planning	<b>Job Number:</b> 22030  <b>Job Evaluation Number</b> n/a
<b>Grade:</b> P0 7	<b>Date last updated:</b> Oct 2016  <b>Date of last Evaluation:</b> n/a

### 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><b>EQUALITY AND DIVERSITY</b></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><b>PROTECTING OUR STAFF AND SERVICES</b></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><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Understanding of legal frameworks and legislation relating to : <ul style="list-style-type: none"> <li>○ Environmental</li> <li>○ Landlord/tenant issues</li> <li>○ Contract law</li> <li>○ Planning</li> <li>○ Development Process</li> </ul> </li> </ul>	<p>Application Form/Interview</p>

<ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of project management in development projects including an understanding of viability appraisals and development economics.</li> <li>• An understanding of, and demonstrable commitment to, London Borough of Newham's vision and core values.</li> <li>• Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>QUALIFICATIONS:</b></p> <p>Relevant degree and/or professional qualification is desirable, particularly relating to the Development process and regeneration of large housing sites or regeneration schemes.</p>	<p>Application Form</p>
<p><b>CRB:</b></p> <p>Not applicable to this post</p>	
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Successfully delivering of large multi-faceted complex regeneration projects</li> <li>• Managing substantial capital and revenue budgets</li> <li>• Managing others, including staff and consultants</li> <li>• Delivering complex land and regeneration schemes</li> <li>• Experience of working on multi-agency partnership projects</li> <li>• Urban regeneration in a multi-cultural inner city area</li> <li>• Experience of managing public meetings and running consultation exercises in large housing and other regeneration schemes.</li> </ul>	<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>Application/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent presentation &amp; communication skills</li> </ul>	<p>Interview/Test</p>

<ul style="list-style-type: none"> <li>• Ability to use initiative and analytical thinking in varying situations</li> <li>• Ability to think strategically and to appreciate the interdependencies and connections within the borough, London wide and nationally.</li> <li>• Contract management skills and ability to use relevant software</li> <li>• Highly organised with good planning skills and ability to meet strict deadlines</li> <li>• Budget management and analytical thinking</li> <li>• Excellent report writing of numerous complex highly technical reports</li> <li>• Project management skills</li> <li>• Strong ICT Skills</li> </ul>	<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><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict</li> <li>• Assertive and logical</li> <li>• Articulate, pro-active, self-motivated, committed and enthusiastic</li> <li>• Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate</li> <li>• Ability to work cooperatively and in collaboration with other stakeholders and colleagues</li> <li>• Creative with a forward-looking approach that maximises opportunities before they are lost</li> <li>• High degree of probity and integrity; committed to the activities and actions of Newham</li> <li>• Ability to anticipate problems and provide effective solutions</li> </ul>	<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>