

Job Description

Job Title	Senior Regeneration Manager
Directorate	City Development
Service Area	Regeneration
Grade	12
Competency Level	3
Salary	£68,419 - £75,869
Job Type	Office based/Hybrid
Location	Cunard Building, Liverpool
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A8865

Job Purpose

To identify and bring forward challenging sites for development in accordance with the Council's Housing & Sites Delivery Programme.

To play a critical role in developing and delivering urban regeneration projects that will drive the revitalisation of the city and have a significant impact on social, economic and environmental well-being.

To lead project teams within the service area, managing the design, development and delivery of prioritised interventions across public realm, regeneration and

development in line with best practice project and programme management methodology.

You will work closely with various stakeholders to drive projects that enhance the quality of life for residents and promote economic prosperity, creating inclusive, vibrant, sustainable and thriving communities.

Directly Responsible For:

Min 2 FTE's - Chartered Surveyor Graduate and Degree Apprentice. Plus the development and operational oversight of further team members, as formed to deliver specific projects, including Project Managers. This will vary according to the overall service area delivery programme.

Directly Responsible To:

Head of Strategic, Stalled and Small Sites

Main Areas of Responsibility:

To identify and promote development opportunities to the private and public sectors, facilitating the resulting delivery mechanisms to take projects from concept to completion through:

- Contributing to the creation and implementation of a City-wide Housing & Sites Delivery Programme for Liverpool and other relevant strategies and plans, ensuring linkages with key stakeholders and a holistic approach to city development:
 - Developing and implementing a comprehensive strategy to identify potential sites for regeneration and development projects
 - Delivering on a small sites strategy to bring forward sites with challenging viability

- Working collaboratively with planning and property to identify efficient routes to delivery for a stalled sites pipeline;
- Supporting the Head of Strategic, Stalled and Small Sites in Site Identification, Evaluation and Prioritisation by:
 - Collaborating with internal and external stakeholders to identify land opportunities within the Liverpool area for acquisition, development, partnership and disposal
 - Conducting feasibility studies and site assessments to evaluate the site viability
 - Assessing the financial, legal, economic, social and environmental viability of regeneration and development sites
 - Developing evaluation criteria and methodologies for ranking potential projects
 - Assessing the deliverability of onward development, taking into account project teams, funding, financing, risk, capacity and other relevant factors
- Pipeline Data Management:
 - Maintain and update a comprehensive and robust regeneration, small and stalled and development sites pipeline
 - Continuously monitor and evaluate the status of sites with regard to ownership, planning and development
 - Ensure that information is controlled within the Council, with sufficient controls and oversight to ensure concise and confidential databases are maintained.
- Site Transaction Management
 - Lead both internal and external teams to undertake bid submissions
 - Manage negotiation of terms and execution of legal agreements
 - Collaborate with legal, finance and property teams to ensure accurate documentation and adherence to corporate policies

- Manage the end-to-end acquisition, disposal or partnership process to ensure efficient and effective site transactions
- Lead on the commissioning of a wider range of services to ensure programme outcomes are achieved. This might also include full accountability for procurement of wide and high value supplies and other physical resources for the projects/programmes that they lead on.
- Ensure compliance with all relevant regulations, consents and legal requirements
- Proactively identify and support funding bids and investment opportunities aligned to strategic priorities
- Acting as the lead manager and budget holder for multi £m regeneration projects and programmes, including where appropriate heading multi-disciplinary teams of professional officers, both within and external to the Council, ensuring a co-ordinated approach to risk and performance management;
- Working with other portfolios of the City Council to ensure a coherent approach to development and regeneration across the City.
- Providing strategic and technical project management expertise into other regeneration programmes and initiatives as required.

To provide professional and technical advice and support on behalf of City Council to bring forward projects and regeneration initiatives through:

- Developing business cases, from project pipeline and initiation through gateway stages to final approval and delivery
- in consultation with legal colleagues, preparing Development Agreements, Heads of Terms and Memorandum of Understandings in relation to development projects, protecting the Council's interests in any such legal agreements;

- Monitor and evaluate Development Agreements, programmes and projects, ensuring “best price” and quality standards are met throughout;
- Lead the negotiations with private/public sector developers to protect the interests of LCC in all development schemes, including acquisition and disposal of land and buildings;
- Developing contract briefs for projects, ensuring legal, procurement, Council Standing Orders and relevant Council authorities are in place
- Co-ordinating financial appraisals and viability and risk assessments of regeneration projects the City is being asked to partner/lead.

To manage complex multi-funded budgets, ensuring expenditure is defrayed within timescales and in accordance with the various conditions pertaining to each funding source.

To support the Heads of Regeneration and Director of Regeneration in promoting the city as an investment opportunity and representing the City Council in promoting those opportunities to external representatives and investors.

To prepare and present reports to Committees and other internal/external groups on related activity.

To promote the Service by way of presentations, written and visual material; to attend meetings, Committees, presentations, exhibitions, when required.

To manage relationships with Senior Politicians, Cabinet Members and Ward Members.

Supervision and Management Responsibility:

This role requires management responsibility for Graduate and Degree Apprentice staff, plus supervisory responsibility for Regeneration Managers and Project Managers.

To support the continued professional development of the area team.

To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed.

Budget and Financial Responsibility:

Will have responsibility for the procurement of a wide and high value range of resources for major projects and also commissioning third party contractors or similar to undertake agreed work

Will take ownership of significant problems impacting on resources and service delivery that require the need to review and interpret policy to make an independent decision on a suitable solution

Will be fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Monitor financial performance within own project area and support delivery within budget.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.
- Contribute to sustainable development in all duties undertaken.

Physical Demands of the Job:

- The job is predominantly desk based and requires substantial time sitting down.
- The job will require site visits from time to time.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 3.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or equivalent experience in a relevant discipline including but not limited to economics, finance, property surveying, business, town planning, housing, law or urban design. (A/I)
- Membership of a relevant professional body e.g. RICS, RTPI, CIH, CFA, ACA, CIPFA. (A/I)

Desirable

- Evidence of continued professional development. (A/I)

Experience

Essential

- Significant experience in urban regeneration, built environment, and property transactions, with a successful track record in land assembly and disposals. (A/I)
- Strong experience of creating holistic, place-based solutions, balancing high quality design, commercial principles and inclusive impact (A/I)
- Good leadership and programme management skills (A/I)
- Significant technical experience in a relevant discipline (A/I)
- Experience of leading projects and managing staff (A/I)

Desirable

- Knowledge of public sector financing regimes and funding sources, including value for money concept. (A/I)
- Experience of working with partners (A/I)
- Significant experience of working with the public, private and voluntary sectors (A/I)
- Experience of working with private, public and voluntary sector partners including community organisations and other stakeholders (A/I)
- Experience of overseeing community and stakeholder consultations and events (A/I)
- Understanding of market and impact assessments for project proposals. (A/I)

Skills/Abilities

Essential

- Ability to develop solutions to complex issues. (A/I)
- Excellent communication and presentational skills both verbal and written. (A/I)
- Able to prioritise workload to meet deadlines (A/I)
- Excellent problem-solving skills (A/I)
- Project and programme management skills (A/I)
- Ability to monitor and control resources (A/I)
- Ability to analyse and interpret economic / financial information to understand the financial standing of a project/company/proposition (A/I)
- Ability to understand how projects might impact local economies, people and environments (A/I)

Desirable

- A/ Ability to deal in a considerate manner with the public, councillors, partners organisations and officers (A/I)
- Excellent time management and organisational skills (A/I)
- Able to work on own initiative (A/I)
- Commitment to staff development (I)

Commitment

Essential

- Commitment to the council's role in creating a vibrant, sustainable and fair city – for everyone – as captured by the City Plan (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (I)

Other

Essential

- Able to identify and respond to the needs of the council's customers. (A/I)
- Working understanding of quality systems, including risk management (A/I)
- Adaptable, flexible and capable of team working. (A/I)

Desirable

- Willingness to represent the team at meetings out of normal office hours. (A/I)