

## Job Description

<b>Job Title</b>	Regeneration Manager
<b>Directorate</b>	City Development
<b>Service Area</b>	Regeneration
<b>Grade</b>	10
<b>Competency Level</b>	2
<b>Salary</b>	£53,577 - £59,161
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A9233

## Job Purpose

To develop and deliver urban regeneration projects that will have a significant impact on the social, economic and environmental well-being of the city.

To work as part of project teams within the service area, leading in 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:**

Not applicable

### **Directly Responsible To:**

Head of Regeneration

### **Main Areas of Responsibility:**

To identify and promote development opportunities to the private and public sectors and support senior team members in creating vehicles to deliver those projects from concept to site through:

- Acting as the lead manager and budget holder for 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
- Contributing to the creation and implementation of a City-wide Regeneration and Investment Strategy for Liverpool and other relevant strategies and plans, ensuring linkages with key stakeholders and a holistic approach to city development
- Working with other portfolios of the City Council to ensure a coherent approach to development and regeneration across the City

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;
- Assisting with 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 work with the Executive Business Support Team in contributing to the Departmental Marketing and PR Plan, ensuring such activity is planned to maximise positive promotional opportunities.
- To prepare and present reports to Committees and other internal/external groups on related activity.
- To represent the Service Area on corporate working groups and at external partnership meetings, including deputising for senior team members when required.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development

- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being 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 2.

[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.

# Person 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)

### Desirable

- Evidence of continued professional development
- Membership of a relevant professional body e.g. RICS, RTPI, RIBA, ACA, CIPFA

## Experience

### Essential

- Significant experience in the regeneration field, including the development and delivery of development and place making projects (A/I)
- Experience of project management systems (A/I)
- Significant technical experience in a relevant discipline (A/I)
- Reviewing/drafting project documents like business plans, site plans, engagement and marketing plans, spatial plans and financial models (A/I)
- Experience of working with private, public and voluntary sector partners including community organisations and other stakeholders (A/I)

- Experience of managing staff (A/I)
- Experience of overseeing community and stakeholder consultations and events (A/I)

## Desirable

- Knowledge of public sector financing regimes and funding sources, including value for money concept
- Significant experience of working with the public, private and voluntary sectors
- Understanding of market and impact assessments for project proposals

## Skills/Abilities

### Essential

- Ability to develop solutions to complex issues (A/I)
- Excellent communication and presentational skills both verbal and written (A/I)
- Ability to deal in a considerate manner with the public, councillors, partners organisations and officers (A/I)
- Project and programme management (A/I)
- Ability to manage capital projects successfully, using project management software and risk management tools (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

- Excellent time management and organisational skills

- Able to prioritise workload to meet deadlines
- Excellent problem-solving skills
- Able to work on own initiative
- Ability to monitor and control resources

## 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

## 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