Job Description

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Principal Regeneration Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number:</td>
<td>HS75110</td>
</tr>
<tr>
<td>Service Area / Department</td>
<td>Planning, Regeneration and Transport</td>
</tr>
<tr>
<td>SDU</td>
<td>Regeneration</td>
</tr>
<tr>
<td>Accountable To (Line Manager):</td>
<td>Regeneration Manager</td>
</tr>
<tr>
<td>Responsible For (Direct Reports Post Title):</td>
<td>Regeneration Officer (x2)</td>
</tr>
</tbody>
</table>

1. **Job purpose**

**Vision**

Stevenage: a prosperous town with vibrant communities and improved life chances.

The Principal Regeneration Officer role is key to the delivery of Stevenage Borough Council’s vision and strategic priorities. This is your opportunity to help shape a dynamic regeneration team, working with internal and external partners to deliver physical development.

2. **Organisational position**

![Organisational Chart]

- **Head of Planning, Regeneration and Transport**
  - **Planning Policy Manager**
  - **Regeneration Manager (This Post)**
  - **Development Management Manager**
  - **Engineering Services Manager**
  - **Technical Support**
  - **Principal Regeneration Officer**
    - **Regeneration Officer**
    - **Regeneration Officer**
3. **Key tasks, duties and accountabilities of the post**

- Have excellent knowledge of the planning system, land assembly and asset development.
- Have experience of building partnerships to develop and deliver successful regeneration projects in an urban environment.
- Be responsible for developing project briefs, commissioning work, managing procurement processes for the Regeneration Team.
- To manage multidisciplinary teams, including, monitoring, reviewing and prioritising actions.
- Have effective relationship management with consultants and partners.
- Have excellent negotiation and financial management skills and take ownership of projects and showing flexibility in reacting to issues.
- Ensure clear communications with members, stakeholders and senior management on the progress of projects.
- Initiate and implement consultation with landowners, developers and the general public and proactively use feedback to shape and amend regeneration proposals.
- Interpret and analyse data and make recommendations relating to the formulation, interpretation and implementation of the regeneration strategy.
- Inform the implementation of key physical development schemes and advise Council departments, Members and partners on regeneration issues and legislation.
- Secure incoming investment and other external funding sources which help to deliver the Council's regeneration strategy.
- Have the ability to coach, develop and line manage Regeneration Officers.
- Deliver excellent customer service.

4. **The role’s key contacts and level of relationships with individuals, groups of people, agencies and external organisations**

Working with internal and external stakeholders to identify and progress regeneration and development opportunities across Stevenage.

Working closely with Hertfordshire Local Enterprise Partnership, potential end users and other partners to attract inward investment and funding to develop and improve infrastructure.

5. **Governance and corporate responsibilities**

1. Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role.
2. Adhere to the Council’s policies, rules and procedures including, Health and Safety, Equal Opportunities, all other legislative responsibilities, governance, financial and procedural rules.
3. Ensure compliance to the organisation’s Code of Conduct in the delivery and provision of services to staff and the community.
## Person Specification

**Post Title:** Principal Regeneration Officer  
**Post Number:** HS75110

**Service Area / Department:** Planning, Regeneration and Transport  
**Directorate:** Environment

### Required Competencies

<table>
<thead>
<tr>
<th>Knowledge, skills and abilities</th>
<th>Required</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>This covers all technical, specialist, procedural and organisation knowledge and skills required for the post</td>
<td>A relevant degree, professional qualification, membership of relevant professional organisation or relevant experience, and evidence of on-going professional development.</td>
<td>☒</td>
<td>☒</td>
<td>Application, Test, Interview</td>
</tr>
<tr>
<td>Knowledge of project management methodologies and experience of delivering high profile projects in the built environment</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Good knowledge of the planning system, land assembly and asset development in the built environment</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
<th>Required</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>This covers aspects of specific levels of experience required for the post</td>
<td>A demonstrable ability to develop creative solutions to management and strategic issues to secure inward investment.</td>
<td>☒</td>
<td>☒</td>
<td>Application, Test, Interview</td>
</tr>
<tr>
<td>A proven track record of successful liaison, negotiation and communication with a wide range of stakeholders to deliver development in the built environment</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Experience of successfully representing and promoting an organisation and developing partnerships with different organisations to deliver complex programmes.</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Ability to develop and coach teams to ensure that they are customer focussed, reach their potential and have a commitment to continuous improvement.</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Experience of successfully managing budgets - capital and revenue.</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Ability to establish positive and appropriate relationships with Members, demonstrating political understanding and sensitivity</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
<tr>
<td>Experience of working within procurement policies and</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td></td>
</tr>
</tbody>
</table>
Demonstrates the ability to make decisions and take appropriate managerial action after using data and considering all of the options and implications.  

Demonstrates the ability to develop productive working relationships and strategic partnerships to progress the Council's vision for regeneration in Stevenage.  

Ability to deliver projects within agreed budgets  

Be commercially astute and politically aware  

Any other attributes required for the role not mentioned above  

Willingness to participate in evening and weekend meetings/events as appropriate to the role.  

Full Driving Licence and vehicle to travel in and around Stevenage.