



JOB TITLE:	Regeneration Officer		
GRADE:	G9	SERVICE AREA:	Regeneration and Development
JOB CODE:	EE77REGE9		
REPORTS TO:		LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ol style="list-style-type: none">1. Occasional evening and weekend working may be required in order to serve various meetings, steering groups and Committees.2. The role will be subject to a relevant degree/post graduate Qualification in Town Planning or equivalent experience.3. The post holder will be required to be working towards or be a full member of a relevant professional institute e.g. MRTPI		

1. Main purpose of the job role:

- To support the Team Leader in the delivery of the day to day management of the Council's Physical Regeneration Projects and Programmes.
- To support the delivery of strategies, partnerships, programmes and projects as a means of attracting inward investment and securing development to support Walsall's economic growth.
- The postholder will provide mentoring and undertake supervisory support for members of the Development Team.
- Deputise for the Team Leader Development.

2. Role specific duties and responsibilities:

- Responsibility to review ongoing/complex private sector partnership projects, funding opportunities and the delivery of the current physical regeneration programme of priorities, understanding the funding requirements and meeting deadlines.
- Be a point of technical liaison internally for development advice and information including but not exclusively, providing advice and guidance to Elected Members.
- Lead on key regeneration and economic initiatives and projects in Walsall, the Black Country and wider region, including but not exclusively, development activity in Walsall Town Centre, the Black Country Enterprise Zone, and the Walsall to Wolverhampton Growth Corridor to support the delivery of the Black Country Strategic Economic Plan.
- Contribute to the financial management of the Service's activities, by effectively managing delegated budgetary control, monitoring appropriate spend and operating within the Council's Finance and Contract Rules.
- Prepare and write reports/briefs in order to represent the Development Team at committee/cabinet, project steering group boards and other stakeholder/community groups.

- Support the Team Leader in the management and monitoring of the Service's Physical Regeneration Programmes, grants and claims and prepare reports as required.
- Ensure efficiency in the delivery of projects within agreed time constraints.
- Contribute towards the development of policies in, and preparation of the LDF and other planning, regeneration and corporate strategies, and the strategies of other service areas and key partners.
- Support the Team Leader to design, develop and then maintain a programme of dashboards to provide quarterly KPI's for monitoring and reporting.
- Support the Service's direct and enabling development activities by facilitating the acquisition of third party land and premises, and where necessary, the preparation and pursuance of Compulsory Purchase Orders.
- Responsible for the performance management of projects and reporting to members within the Council and Senior Managers
- Liaise with other service areas and stakeholders with respect to the financial aspects of projects.
- Undertake and process investment enquiries and work with West Midlands Growth Company and others to provide advice and guidance on development opportunities that support inward investment; drawing from site and property development databases to provide up to date market information.
- Develop and maintain relationships with key stakeholders internal and external, Local Authorities, Contractors, Consultants and developers.
- Lead as appropriate in the procurement of individual projects and make recommendations on the appointment and instruction of external agencies and partners.
- Prepare documents and relevant content for future legal agreements.
- Chair and participate in working groups, task groups, and to be fully involved in team and service planning.

3. Corporate duties and responsibilities:

- The post holder will promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided are fully compliant with Council strategy, vision, aims, objectives and priorities and play their part in achieving these. This includes

compliance with Standing Orders and Financial Regulations. Where applicable, to manage budgets and other resources



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and responsibilities of the job safely and effectively.	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	S/ I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	S/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	S/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	S/I	3
Abilities/Skills:		
Ability to form and maintain relationships and professional working	S/I	3
Ability to demonstrate supervisory skills in dealing with day to day people management issues	S/I	2
Effective budget management	S/I	2
Communicate, negotiate and influence a wide range of stakeholders, managers and partners from other agencies	S/I	3
Excellent presentation and written communication skills	S/I	3
Excellent organisational skills	S/I	3
Knowledge/Experience:		
Demonstrates a detailed working knowledge of project management tools and techniques	S/I	2
Knowledge of key roles and responsibilities of partner agencies involved in physical regeneration and development matters	S/I	3
Detailed knowledge of the public procurement rules in a local government environment	S/I	2

Knowledge and understanding of co-ordinating and managing the implementation of complex physical projects		S/I	3
Experience of working in an economic development/regeneration environment such as local authority, regional development agency or private sector		S/I	3
Strong project management techniques and experience for effective project delivery		S/I	2
Experience of managing grant expenditure and budgetary control		S/I	2
Experience of producing reports and action plans and presenting these at both formal and informal meetings		S/I	2
Track record of consistent high achievement		S/I	2
Qualification:			
Degree and Post Graduate Qualification in Town Planning or equivalent experience		S	
Capable of achieving Membership of the appropriate Chartered Institute e.g. Chartered member of RTPI		S/I	2
Track record of and commitment to professional development		S/I	2
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Joel Maybury	Date:	Updated February 2022