

Northumberland County Council
JOB DESCRIPTION

Post Title: Head of Regeneration		Director/Service/Sector: Economic Growth and Development, Regeneration & Place		Office Use
Grade: Band 14		Workplace: County Hall, Morpeth		JE ref: H239 HRMS ref:
Responsible to Director of Economic Development & Growth		Date: December 2023	Lead & Man Induction:	
Job Purpose: To provide professional and technical advice on all economic regeneration issues, including government policy and translation of that into local plans and objectives. To manage the development and delivery of a comprehensive regeneration programme and wider corporate capital programme across the County and a pipeline of economic regeneration projects in line with the Council's priorities, including town and community regeneration. To maintain an effective Accountable Body function on behalf of regional and cross-authority partnerships. To manage the strategic estates function to ensure policy development in respect of all land and property assets support Council priorities. To make an innovative and effective contribution to the corporate management of the Directorate and the Council. To instil and continuously encourage a culture of customer care and engagement across the service				
Resources	Staff	Directly responsible for management of 6 managers and jointly responsible for management of up to 60 professional and technical officers that discharge a wide range of functions associated with the Council's economy and regeneration policies, programmes and initiatives.		
	Finance	Accountable/responsible for the efficient and effective management of the resources allocated to the service (circa £200m) including the awarding and administration of external grants to Voluntary and Community and other delivery organisations and oversee over 1,000 leases generating annual rental income of £2m and deliver capital receipts targets of £2-3m pa in line with MTFP. Oversee delivery of the council's Asset Management Plan covering 450 buildings and over 800 parcels of land. Directly responsible for multiple externally funded programme budgets (capital and revenue) which are consistently in excess of > £150 million per annum.		
	Physical	Responsible for the physical resources associated with the Regeneration Service, including advising on statutory responsibilities, working environment, equipment, computer hardware and software systems associated with the delivery of the unit. Maintain and operate strategic programme and project management systems and other key corporate systems. Contribute to the corporate responsibility for the effective management of all property and land assets for the Council.		
	Clients	Internal officers, Council members and external funders and stakeholders including Government and Government Agencies, Mayoral Combined Authority, town and parish councils, sectoral groups, economic partners, governance boards, community organisations, consultants and members of the public. Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <div><div>1.</div><div>The post is responsible for the leadership of the Council's economic regeneration function including the development of clear economic regeneration plans, projects and programmes, working with other senior managers across the Council, and coordinating employees based in other services as appropriate.</div></div> <div><div>2.</div><div>To proactively lead, manage, delegate and direct the service to achieve corporate objectives, and manage a team of professional staff who oversee the delivery of services on a day-to-day basis.</div></div> <div><div>3.</div><div>To develop and implement policies and procedures relating to the smooth running of the Regeneration Service, including the development of clear economic regeneration plans, projects, and programmes, and help manage the reputation of the council as a transparent body.</div></div> <div><div>4.</div><div>To provide strategic management and professional advice to the Director of Economic Development and Growth on all matters of strategic policy relating to economic regeneration, capital delivery, strategic estates and use of council's assets to support regeneration and the needs of communities.</div></div>				

5. To provide strategic management and professional advice to the Director of Economic Development and Growth on all matters associated with maximising the attraction of external regeneration funding to both Council-led and the wider county-based initiatives and the subsequent effective programme management of any secured funds, including acting as the accountable body for programmes and projects as agreed. This will include monitoring the delivery of a comprehensive pipeline of regeneration initiatives. And ensure all income from property assets is realised.
6. To manage the development of strong relationships with those other organisations with a strategic role to play in regeneration functions and be the key officer in terms of strategic VCS and Parish/Town Council relationships.
7. To ensure that all relevant strategies, actions plans, policies and statutory requirements are effectively developed and implemented, particularly with respect to the Council's Corporate Plan, Economic Strategy, Cultural Strategy, Asset Management Framework and VCS Policy Statement.
8. As a member of the Economic Development and Growth Directorate Management Team lead and fully participate in the corporate and service planning and management processes for regeneration and to develop appropriate templates and mechanisms to ensure that service work is captured and shared to the benefit of the Council as a whole.
9. To provide professional advice to and develop working relationships with elected members, Executive Directors, Directors and Heads of Service on strategic matters, relating to corporate policy management, including contributing to the preparation of the Corporate Plan and Service Plans; and to contribute to the preparation of and take a lead on substantial elements of the service.
10. To actively 'horizon scan', be aware of economic regeneration policy and priorities at national, local and regional level that will impact on the interests of Northumberland or the work of the Council, and ensure that services are responsive, continuously improving and totally customer focused.
11. To proactively seek funding opportunities to draw additional resources into Northumberland to promote inclusive economic growth and regeneration across the county.
12. To proactively develop, implement and operate effective programme and project management frameworks and ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of service-related strategies, policies and practices.
13. To provide high quality leadership and line management for the service and promote a learning and development culture in which all Service members can achieve their full potential, including:
 - recruitment, selection, induction, discipline, training and development of staff within the service
 - supervision, delegation, clear guidance, quality standards, forward planning
 - motivation of teams and individuals by providing clear direction and communication
 - ensuring that all employees at all levels understand how their roles contribute to the overall direction and success of the council performance management, appraisal, talent management and succession planning.
14. To continuously promote and review effective partnership arrangements, collaboration and joint working, for the delivery of high-quality services, through effective and constructive relationships with colleagues and external contacts.
15. To maximise the Council's role, function and influence in relation to all aspects of service provision, including actively promoting the role of the service and Council at local, regional and national level.
16. To be proactive in the identification of opportunities for 'value for money improvements', in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary.

17. To actively promote and represent the interests of Northumberland and the County Council, in relation to service activities and policies at a local regional and national level, as appropriate, particularly through participation in relevant programmes, showcasing good practice and contributing to exchange networks.
18. To review, interpret, explain and enforce statutory and County Council regulations, ensuring appropriate procedures are followed, that individuals/organisations have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.
19. To be fully accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.
20. To seek out new and improved ways of working, looking for innovation and best practice, and challenging the status quo.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves travel to area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply. Evening and weekend working on occasion.
Working conditions:	Predominantly office based

PERSON SPECIFICATION

Post Title: Head of Regeneration	Director/Service/Sector: Economic Development & Growth, Place and Regeneration	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level and professional qualifications in a relevant subject, plus recent and relevant post qualification training, additional qualifications and experience in a relevant context In-depth knowledge of professional theory, practice and procedures, and contemporary issues in relation to the role Understands the diverse functions of a large complex public sector organisation, and its cross cutting issues and challenges Knowledge of current international laws, regulations, policies, procedures, trends and developments Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessments. Understanding of relevant legislation and requirements such as health & safety, equalities and diversity, risk management etc Evidence of continuing professional and managerial development; including management training	Membership of the Institute of Chartered Secretaries and Administrators Membership of the Association of Electoral Administrators Prince 2 (Foundation) Evidence of recent relevant Management Training	
Experience		

<p>Recent significant post-qualification experience in a relevant context.</p> <p>Experience of a range of strategic management functions</p> <p>An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.</p> <p>Substantial experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity.</p> <p>Substantial experience and demonstrable success in the management of change and of securing the support of others in the process.</p> <p>Experience of resource management within a comparable organisation</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors</p>	<p>Extensive knowledge of local government corporate management systems</p> <p>Extensive knowledge of electoral administration experience of managing elections at a senior level</p>
Skills and competencies	
<p>Good management and leadership skills are an essential requirement of the postholder, demonstrable evidence of providing visible, empowering and motivational leadership and fostering a positive organisational culture.</p> <p>Personal effectiveness and judgement, takes the initiative, risk aware and able to work with high levels of autonomy.</p> <p>Excellent written and oral communication skills; ability to use IT; present information and use appropriate communications with different audiences; and effectively disseminate acquired knowledge.</p> <p>Ability to problem solve, analyse and interpret complex information and business statistics.</p> <p>Excellent negotiation and influencing skills.</p> <p>Customer oriented, with well-developed networking and partnership skills, able to build relationships with a range of stakeholders</p> <p>Active and effective advocate for the service both within the council and externally</p> <p>Financial and commercial awareness and effective budgeting and financial management skills</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Ability to command respect, trust and confidence of colleagues, Council Members and other stakeholders</p> <p>High levels of calm, tact and diplomacy in difficult situations</p>	
Physical, mental and emotional demands	
<p>Normally works from a seated position but with regular need to walk, bend or carry items</p> <p>Need to maintain general awareness with some lengthy periods of enhanced concentration</p> <p>Frequent contact with public/clients in dispute/negotiations with the Council</p>	
Motivation	
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner</p> <p>Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.</p>	

<p>Models and encourages high standards of reliability, honesty, integrity, openness and respect for others</p> <p>Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued</p> <p>Proactive and achievement orientated</p> <p>Works with minimal direct supervision</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders</p>	
Other	
<p>The ability to drive and, as necessary, work unsocial working hours.</p> <p>Ability to meet the transport requirements of the post.</p>	