

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Sustainable Communities and Places Officer	JEID	M0648
Salary Grade:	L		
Team:	Infrastructure & Sustainable Communities		
Service Area:	Communities Directorate		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Sustainable Communities		
Responsible for:	N/A		

#### Role Purpose

Warwickshire has a diverse collection of town centres and high streets. They have been affected significantly in recent years by changes in shopping habits, digital infrastructure developments, transport preferences and the desire for more leisure-related activity, as well as local factors specific to individual locations and areas. In the past year, the Covid-19 pandemic has advanced the pace of change and brought new changes and challenges which has created learning points. The restrictions in place during 2020 have highlighted the importance of space, community and identity.

The role of this post is to contribute to the strengthening of this economic vitality of Warwickshire through development and implementation of the Council's commissioning intentions and approaches to sustainable communities.

This will involve coordination of decision making and delivery of relevant activities to create a sustainable, innovative and productive economy for all communities across Warwickshire, while considering and boosting other Council priorities such those related to increasing public health, social inclusion and the physical and natural environment.

The role will help deliver the Sustainable Communities Team aim of 'supporting our key town centres, market towns and villages to be competitive and retain vibrant local economies.' The postholder will work closely with key stakeholders across the County in supporting our towns and villages to be able to pivot and change, ensuring they are fit for purpose for the residents of Warwickshire, businesses, employees and visitors across the County. The postholder will look to create a culture of innovative

thinking while having the ability to incorporate best practice from around the United Kingdom and Internationally into our Warwickshire Places.

## Role Responsibilities

The duties & responsibilities outlined below are intended to be an indication of the scope & nature of the post and are not prescriptive:

- Provide leadership to the development of Warwickshire's town centres. This will include delivery of a Warwickshire Town Centres Commission, which is expected to contribute significantly to shaping the team's commissioning intentions for the medium term.
- Develop and maintain successful relationships with our range of internal and external partners along with national and sub-regional organisations to influence decision-making in support of the Council's ambitions for sustainable communities. This will include support to the Warwickshire Towns Network as well as the three existing Business Improvement Districts and other similar partnerships in development.
- Analyse (and where necessary commission the development of) relevant sector data, historic performance data and other sources of insight to identify gaps in provision, areas of priority and opportunities for new projects and activities.
- Create and manage campaigns that promote Warwickshire's communities and stakeholders to residents and visitors, such as Buy and Eat Local.
- Support and apply best practice in Place-making by keeping up to date with current Place-making and Place-leadership policy and initiatives and to identify work areas in line with national and local trends.
- Ensure full business cases, including resource implications, are created to support decisions, including those made by senior officer/Member decisions, and support the governance processes required.
- Prepare internal and external funding bids to support delivery of projects and activities, and follow up with reporting on the use of those funds as required.
- Prepare committee reports & briefings, attend committees and other Member/senior officer meetings and give presentations, as required to both internal/ external bodies.
- Ensure robust project management and risk assessment is applied to all work in accordance with corporate and Communities Directorate project management systems.
- Ensure WCC's policies on health & safety are applied.
- Carry out all work in line with WCC's Public Sector Equality Duty (PSED)
- Manage & procure contracts in line with WCC's Contract Standing Orders.
- Contribute to the wider work plan of the Infrastructure & Sustainable Communities Team.
- Attendance at evening / out of hours meetings as required.
- Carry out any other duties as required by the Lead Commissioner in order to meet business plan objectives.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

## Essential Criteria

Assessed By:

Educated to degree level in a relevant discipline (e.g. regeneration; economic development; town planning; business development; place marketing) or substantial experience (at least 3 years) working in a similar role involving place management, project management and significant partnership working.	A/D/I
Thorough understanding of placemaking, regeneration and economic development and significant experience of partnership working	A,I
Strong communication skills (written & verbal) including an ability to present complex information succinctly and persuasively to a range of audiences.	I
Able to establish and maintain strong working relationships with a range of partners and organisations	A, I
Good presentation skills and confidence in presenting to a varied audience	A, I
Good understanding of sub-regional, County and District & Borough working with strong political awareness	A, I
The ability to work under a high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	I/A
Experience of developing and implementing significant policies/practices which impact across wide-ranging areas of the organisation.	I/A
Experience of business case development, including the creation of a broad, well-evidenced research base and a cohesive compelling narrative to lead to optimum decision-making.	I/A
The ability to develop plans and solutions through the introduction of original/creative thinking or problem solving, and to influence others to implement those solutions.	I/A
The ability to demonstrate strong and effective negotiating and influencing skills with a range of local and national partners, stakeholders and government departments to secure demonstrable benefits to the Council.	I/A
Experience of working with a commercial mindset in the public sector, to identify opportunities that are in step with broader aims.	I/A
Experienced in writing complex committee reports, strategies and briefings for members and senior officers	I/A
Good IT skills, including project management tools, Word, Excel & Powerpoint, and & social media/marketing applications and practices.	I/A
<b>Inclusive</b> , flexible, enthusiastic and positive attitude towards work	A, I
Ability to work flexibly to service business needs which may involve some evening or weekend work and travel throughout Warwickshire	A/D

## Desirable Criteria

Assessed By:

Direct experience of working on relevant policy area.	A/D
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Programme or project management qualification such as Prince 2/ Managing Successful Programmes (MSP).	A/D
Experience of working in a local government or public sector environment.	I/A/D
Experience of external funding streams and writing bids.	I/A
Experience of creating and applying methodologies to collect, analyse and learn from performance metrics relating to strategies.	I/A

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults

<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
X Other (please specify):	Occasional attendance at public meetings during the evenings, lone travel to/from meetings.