

# 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:	Regeneration & Place Programme Officer	JEID	M0662
Salary Grade:	L		
Team:	Place & Infrastructure		
Service Area:	Communities Directorate		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Regeneration & Place		
Responsible for:	N/A		

T5 Regeneration & Place Programme Officer (New)
<p>Warwickshire County Council (WCC) recognises the importance of place and the role it plays in the wellbeing of residents, businesses and the environment.</p> <p>The Place and Infrastructure service area is a key anchor within the organisation for place-shaping, acting both as a centre of knowledge and awareness of the agenda but also as a key co-ordinator to ensure effective engagement and involvement across the County Council, recognising the wide range of issues, activities and service areas that help create strong places.</p> <p>Place shaping is important to ensure the general well-being of a community and its citizens, the creation of an environment for businesses and communities to flourish, by improving infrastructure, services, connectivity, and sustainability to deliver a better quality of life. The success of businesses</p>

and communities is what will drive recovery and deliver growth of the Warwickshire and national economy.

The Regeneration & Place Programme Officer will support the delivery of regeneration and place shaping initiatives in Warwickshire, supporting the delivery of the Council Plan 2025 vision of making Warwickshire the best it can be, sustainable now and for future generations. The role will look to maximise the opportunities which develop from WCC and its key partners and ensure that they positively contribute to the creation of place, ultimately benefiting our communities and businesses.

The post will contribute to the strengthening of the County's economic and social vitality through the creation and development of strong, resilient places by the development and implementation of the Council's commissioning intentions and approaches to place shaping.

This will involve the coordination and facilitation of place-based regeneration programmes by working effectively with partners and stakeholders to ensure the integration of place shaping principles into strategic schemes to be delivered within Warwickshire places to maximise opportunities that develop from place-based initiatives.

The postholder will work closely with key stakeholders across the County in supporting our places 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.

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

Provide leadership and coordination in the delivery of regeneration and place shaping programmes within Warwickshire.

- Develop and maintain successful relationships with our range of external partners along with national and sub-regional organisations to influence decision making in support of the Council's ambitions for place shaping within Warwickshire.
- Develop and maintain successful relationships with our range of internal partners. Ensure engagement and co-ordination to support our wider place programme; providing a resource to help support wider initiatives, bring people together and ensure the technical input needed from the various parts of the Council that will play a role in place shaping.
- Provide a central co-ordination role to pull together and have an oversight of everything that is going on/planned for the target area.
- Analyse (and where necessary commission the development of) relevant sector data and other relevant sources of insight to identify gaps in provision, areas of priority and opportunities for new place-based programmes to be developed.
- Identify opportunities within places where strategic regeneration projects can develop which will help drive change and deliver key benefits for all.

Support and apply best practice in regeneration and place shaping by keeping up to date with current place shaping and place leadership policy and initiatives and to apply this to the identification and development of strategic 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.
- Develop and or share place based best practice guidelines (evidence based) for partners (internal and external) on developing solution focussed approach to place shaping.
- Participate and contribute to planning policy consultation, preparation of local plans and development of supplementary planning documents which will influence and effect places.

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 Place & Infrastructure team.

Attendance at evening / out of hours meetings as required.

Carry out any other duties as required by the Lead Commissioner 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 shaping) 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 place shaping, 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
Inclusive, 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
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.

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

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