**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**Regeneration Project Manager – Alton | **Grade**: MG2 |
| **Section:** Regeneration Division | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Assistant Director, Regeneration  | **Responsible for following staff:**  Up to ten staff |
| **Post Number/s:** | **Last review date: July 2016** |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Acts as a Project Manager in the development and delivery of regeneration plans for specific and agreed estates, sites and areas in Wandsworth Borough. The post currently has lead responsibility for project managing and delivery plans that will lead to the regeneration of the Alton Estate in Roehampton.

**Specific Duties and Responsibilities**

1. Leads on the development and implementation of options for the physical regeneration and development of council sites including large or small scale new build housing and mixed use development incorporating environmental and community safety improvements. This will include specifying, procuring and management of consultants required to support the development and implementation of such plans.
2. Responsible for the development of detailed masterplans and delivery plans that set out the rationale for and approach to undertaking regeneration and the steps required to successfully deliver regeneration. This will include identifying and as required addressing any decanting, logistical, legal, financial, procurement and partnering matters.
3. Liaises with Council Departments to ensure that options appraisals and development briefs factor in corporate objectives and Council requirements including those set out in relevant plans, policies, strategies and standing orders.
4. Working with the Borough Solicitor, the Director of Finance, the AD Housing Strategy and Development and external professional advisors takes the lead project role in undertaking the negotiation, procurement and agreement of complex, high value legal and commercial property agreements with development partners. Subsequently to lead on implementation of one of the two major estate regeneration schemes in the Borough. As required assists with procurement of other contracts that help deliver regeneration projects, ensuring the highest standards of design, innovation, sustainability and construction best practice are achieved.
5. In planning for regeneration and in taking forward regeneration plans takes the lead on consultation and engagement with residents of the Alton estate regeneration scheme and other internal and external stakeholders.
6. Responsible for robust governance arrangements being in place to oversee regeneration projects.
7. As directed by the AD Regeneration takes the lead responsibility in agreeing the strategy for and delivering the decant and buying back of property in order to secure vacant possession of land in a phased manner as agreed with the development partner for the Alton Estate regeneration scheme.
8. Working with the AD Regeneration implement actions required to proceed with applications for Compulsory Purchase Powers and any required Consents to enable the scheme to proceed.
9. Working with the AD Housing Services take lead responsibility for the decant of council tenants from affected areas including agreement of policies and payment of compensation where appropriate.
10. Prepares reports for project boards, senior officers and the Executive and as required reports on the progress of regeneration projects including the results of consultation, options appraisals etc. making recommendations as appropriate to ensure that regeneration projects are taken forward in an effective and timely manner.
11. Line management of the Regeneration Team Manager.
12. Agree allocation of Regeneration Team resources to implement the programme at the Alton Estate with the Regeneration Team Manager, the Project Manager for Winstanley/York Road estates and the Assistant Director Regeneration.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* The main requirements of this post are to manage the regeneration scheme for the Alton Estate. However as required the postholder may also be required to work on the Winstanley/York Road regeneration scheme or other Borough regeneration schemes as directed by the Assistant Director Regeneration
* The allocation of resources and time of the Regeneration Team for delivery of the Alton scheme must be agreed with the Project Manager Winstanley/York Road, the Regeneration Team Manager and the AD Regeneration.
* Responsible for the recruitment and management of the regeneration team to take forward the Alton (or Winstanley and York Road) regeneration and other estate regeneration plans that may be identified in the future. This includes training, development and appropriate application of policies and codes of practice on staffing matters.
* Post will involve attending evening and on occasion weekend meetings and events.

**Current Team Structure**

**Person Specification**

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| **Job Title:**Regeneration Project Manager | **Grade**: MG2 |
| **Section:** Regeneration Division | **Directorate:** Housing and Regeneration |
| **Responsible to following manager:**Assistant Director, Regeneration | **Responsible for following staff:**  |
| **Post Number/s:** | **Last review date: March 2017** |

**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Extensive knowledge and understanding of the issues and potential solutions applicable to large scale local authority regeneration, development and partnering schemes | A I |
| Understanding of the development industry and property issues | A I |
| Knowledge of the operation of Local Authority housing estate, planning and property functions | **A I** |
| **Experience**  |
| Proven experience of successfully managing large budgets and flexibly deploying groups of staff to different areas of work as appropriate. | A I |
| Significant experience of successfully managing own workload and that of others in an environment where change is frequent, rapid and fundamental. This will include a proven track record in delivering high quality and effective project management services. | A I |
| Direct experience of the delivery and implementation of local authority estate renewal schemes | A I |
| Experience of the development and delivery of large scale high profile property based projects in a Local Authority  | A I |
| Experience of working with senior officers and politicians and of delivery whilst working to corporate priorities across a large organisation | A I |
| Experience of the implementation of estate decant and vacant possession strategies in order to enable development.  | A I |
| **Skills**  |
| Excellent oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts. | A I |
| Ability to write detailed reports and negotiate with senior officers, external stakeholders and politicians | A I |
| **Qualifications**  |
| Property, planning or development industry related degree level qualification or equivalent by experience | A I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)