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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Head of Regeneration (Acquisitions)	Grade: MG3
Section: Regeneration Division	Directorate: Housing and Regeneration
Responsible to following manager: Assistant Director, Regeneration	Responsible for following staff: 1 plus matrix management of up to 10 staff.
Post Number/s:	Last review date: May 2019

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 Head of Service and effectively the Programme Manager for all aspects of the acquisition of all property interests required to facilitate the two major estate regenerations at the Alton and Winstanley-York Road estates. This will entail the management of internal staff and a multi-disciplinary, specialist consultant team



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Specific Duties and Responsibilities

1. To develop and implement the strategy for the voluntary acquisition of residential properties in the regeneration areas including complex negotiations relating to the shared equity offer for existing resident owners.
2. To develop and implement the strategy for the voluntary acquisition of all non-residential properties and other property in the regeneration areas.
3. To develop and implement the strategy for the use of statutory powers to acquire property and interests, including compulsory purchase and appropriation of land.
4. To ensure acquisition and CPO strategies are fully aligned with phasing, decant and delivery programmes for the regeneration schemes.
5. To manage internal staff and external consultants – valuers, land referencers and solicitors – to effectively deliver the acquisitions programme.
6. To monitor, manage and lead on the delivery of the objectives of each project within budget and programme and ensure regular reviews are carried out to ensure variances are managed.
7. To ensure effective monitoring practices are in place to manage risk, budget and programme delivery for the team, in order to enable effective delivery of the regeneration projects.
8. To manage the acquisitions capital budgets of (£xxx) and ensure sums due from development partners and properly accounted for and promptly recovered.
9. Responsible for robust governance arrangements being in place to oversee the acquisitions programme.
10. 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.
11. Prepares reports for project boards, senior officers and the Executive and as required reports on the progress of the acquisitions programme including complex reports recommending the use making of Compulsory Purchase Orders and other statutory powers.
12. Line management of the Regeneration Acquisitions Officer and other team members via matrix management.
13. Agree allocation of Regeneration Team resources to implement the acquisitions programme with other members of the Regeneration senior management team

Generic Duties and Responsibilities



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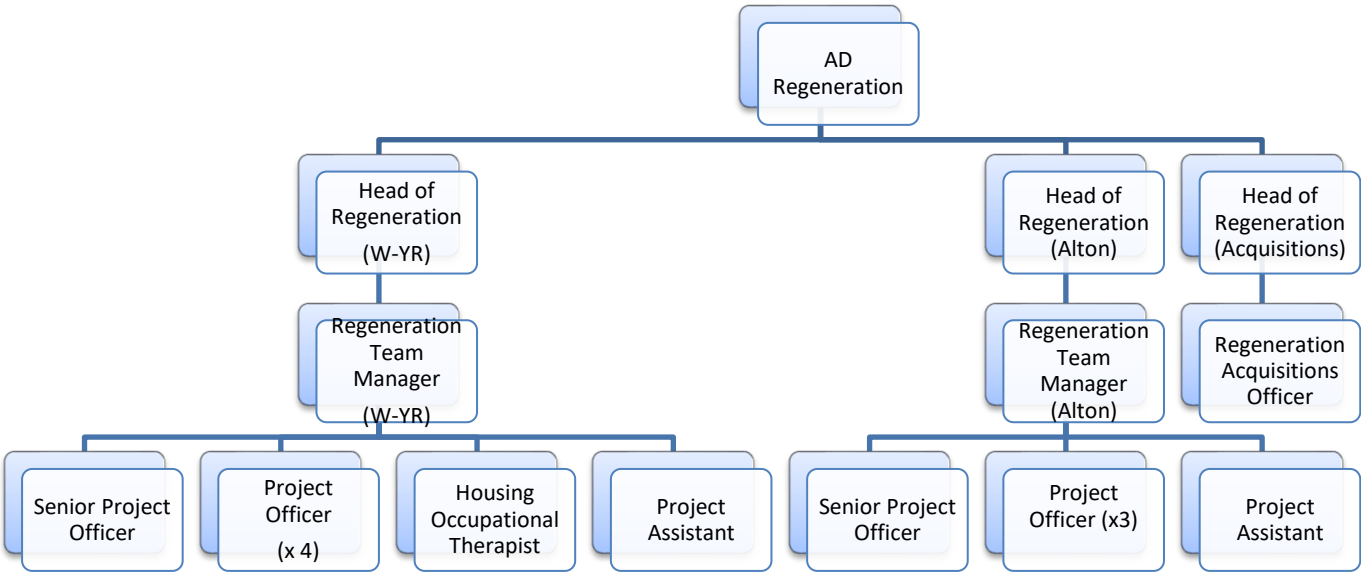
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated 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 acquisition programmes for the Winstanley-York Road and Alton Estates, however as required the postholder may be required to work on other projects and schemes.
- Post will involve attending evening and on occasion weekend meetings and events.



Current Team Structure





Person Specification

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Our Values and Behaviours

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.

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, including financial regulations, legislation and procurement.	A I
Understanding of the development industry and property issues	A I



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Knowledge of planning and compulsory purchase practice and legislation.	A I
Experience	
Proven experience of successfully managing large capital budgets and flexibly deploying groups of staff and consultants 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 programme management of a complex programme.	A I
Direct experience of the successful delivery and implementation of compulsory purchase orders and of acquiring a large and diverse number of interests by negotiation.	A I
Experience of successfully delivering effective and tailored negotiations strategies with residents, businesses, community groups and of engaging with a wide range of stakeholders.	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 analyse complex information and make sound judgements and decisions.	A I
Ability to write complex reports and negotiate with senior officers, external stakeholders and politicians	A I



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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