

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	Chief Executive
Division	Planning and Economic Development
Post No & Job Title:	P43 Regeneration Projects Manager
Grade:	Grade 12
Responsible to:	Economic Development, Regeneration and UKSPF Programme Manager
Responsible for:	Economic Development Officers
Main purpose of the job	To make a major contribution to improving the economic prosperity of Broxtowe by project managing and leading on major investment projects in the Borough. Leading on bidding opportunities for regeneration and investment schemes, and delivering projects and programmes for funding already secured to their financial and physical completion. Managing the delivery of 7 major regeneration projects worth £21.1 Million project. To bring forward new funding bids in line with Economic Regeneration and Good Growth Strategy for the benefit of the Borough.

Main Duties and Responsibilities:

1. Project Manage key investment schemes and be responsible for the day-to-day planning and supervision of specific projects and teams including consultants and Broxtowe staff to supervise associated administrative duties where this element is relevant.
2. Support the Economic Development, Regeneration and UKSPF Programme Manager in the development, management and delivery of the service and key objectives and tasks
3. To support and lead the effective governance and functioning of regeneration boards and local panels to ensure the public and private sector can work together;
4. Day to day responsibility for running projects from project initiation, planning, design, execution, monitoring, controlling and closure of a project. Showing a high level of versatility to ensure a project is completed successfully.
5. Project management including the coordination and completion of projects on time within the scope. Overseeing all aspects of the projects including setting deadlines, assigning responsibilities, budget management and monitoring and summarising progress of project.

6. Coordinating and facilitating in the definition of projects scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
7. Oversee procurement and effective management of contractor input into the projects, according to the Council's established procedures. The post is responsible for RIBA stages 2 through to 7 for physical development. In effect taking the initial business case through the stages of design, submitting and attaining planning consents, contractor engagement, acting as the Borough's lead for their procurement and then managing the contract delivery through to completion and handover.
8. The post requires a thorough understanding of the construction industry, regulations and contractual obligations including CDM regulations, site safety and the Health & Safety at Work Act.
9. Arrange the commissioning of feasibility and viability studies, production of project strategies, and other associated supporting information as required by projects, in accordance with financial regulations, and process invoices accordingly. Providing decisions and recommendations which will commit the Council and its partners into binding contractual considerations which will have a major financial and reputational implication.
10. Prepare and present reports for senior management regarding status of projects, and report the progress to the Economic Development, Regeneration and UKSPF Programme Manager or Elected Members, or external partnership boards as is relevant.
11. Work directly with clients to ensure deliverables fall within the applicable project scope and budget. Coordinating with other Council departments to ensure all aspects of each project are compatible and justify obtaining external support from key stakeholders, including the LEP, Mayoral Combined Region, County Council Department of Levelling Up Housing and Communities and other similar Government Departments and NDPBs where relevant.
12. Ensure all new projects align with the relevant strategic policy context, both nationally and regionally, with particular regard to the Council's Economic Regeneration and Good Growth Strategy. In order that they can be taken forward as successful funding applications
13. Ensure that all relevant risk management procedures have been carried out to minimize project risks and ensure project documentation is maintained and up to date.
14. Support the business growth of Broxtowe through actively engaging with businesses, key stakeholders and funding providers on projects, to maximise the economic/health growth potential of the Borough, including overseeing skills and business investment initiatives within the Borough Council and with other Delivery partners.
15. Place making and Place Marketing activity for Broxtowe; changing the built environment and the perceptions of Broxtowe from potential investors making said investment more likely to happen; doing this by actively devising initiatives which

help existing businesses to expand and grow, and marketing campaigns to encourage new businesses to come into Broxtowe and invest.

16. Maintain awareness of external influences upon the economic, social and environmental well-being of the Borough. Investigate and, where appropriate, bid for external funding opportunities and initiatives to ensure the Council is best placed to maximise such opportunities.
17. Manage the delivery of creative and effective schemes to enhance and revitalise the town centres and creatively use the public amenity and the appeal of the town centres, including income generation.
18. Develop and promote partnerships, with a specific focus on economic, social, and inter-authority working. For example, the Notts/Derbyshire Towns Fund Managers Group, initiated by this post holder jointly with Chesterfield BC. As and when required, represent the Council at meetings with external organisations – eg. the FA, Nottinghamshire County Council and be available to advise the Council, Committees, Sub-committees and Members where necessary. Explore partnership working arrangements and joint ventures with other relevant bodies such as neighbouring authorities, for jointly procured and commissioned works and/or services, for the commercial benefit of the Council
19. Ensure work is produced of an appropriate and consistent quality through the development of and compliance with the Council's systems, policies and procedures or other conditions of grants from other agencies.
20. Manage and coordinate relevant publicity, including the preparation of leaflets, newsletters and web based communication and liaising and working alongside the Council's communications team where necessary.
21. To provide financial programme management to ensure the effective delivery of the Stapleford Towns Fund, the Shared Prosperity Fund and any future Government Regeneration Funding Packages in conjunction with the Economic Development and Regeneration Manager, taking lead responsibility for individual aspects as required and coordinating the preparation and implementation of Investment Plans and funding agreements.
22. Support, promote and comply with the Council's Equal Opportunities and Diversity Policies.
23. Manage the Economic Development Officers and interim members of the team allocated to the post on a day to day basis including, but not exclusively, the management of sickness absence, recruitment (including revision of job descriptions), coaching, personal development and disciplinary matters of those employees and budgetary management of the budgets allocated to those service areas.
24. Ensure the safety of working practices, undertaking risk assessments and ensuring safe ways of working.
25. Interpret legislation and case law in respect of economic development issues giving advice to direct reports, committees of the Council or the Head of Service as required. (for example the new High Street Retail Auctions as part of the Levelling Up White Paper)

26. Respond to queries from elected members, external partners and the public including FOI requests and press and publicity enquiries
27. Play an active part in relation to the services managed ensuring compliance with information management policies and compliance with Data Protection Act 2018.
28. Organise and manage the Council's cross-departmental economic development coordination group; Attend other cross-cutting corporate groups as may be required. Attend such other consultative groups, whether wholly within or as a representative of the Council, be they with members or officers or both as required.
29. Deal with conflicting priorities in order to ensure that deadlines are met and negotiate such deadlines with others in order to ensure that various projects are handled simultaneously while balancing the other demands of the role.
30. Carry out any other duties that are within the scope and grading of the post which could also be requested by the Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

NOTE

The above job description sets out the main responsibilities of the Regeneration Project Manager but should not be regarded as an exhaustive list of the duties that may be required of the post holder. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review Process.