

Role Title	Area Regeneration Project Manager
Job Family	Strategic Place Directorate
Competency Level	Principal Officer / Project Manager
Pay Scale	PO4 - PO6 Fixed term, 1 year
Purpose	
<p>To lead on the planning, development and delivery of holistic, complex physical, cultural and creative place-making and place-activation regeneration projects in a specific geographic area, working alongside businesses and resident communities to achieve transformative physical, social and economic outcomes and benefits to the Council and its residents, and support the economic recovery of town centres and neighbourhoods.</p> <p>To manage the delivery of small and medium-scale regeneration projects and programmes that contribute to the activation, economic recovery and growth of town centres, including managing budgets and timescales, engaging with external stakeholders and partners, and seeking external funding.</p> <p>Support the Deputy Head of Area Regeneration in the delivery of a strategic and collaborative area-based approach to regeneration, including development of robust evidence base, masterplanning and place-based strategies, working collaboratively with colleagues in Planning, Highways, Property, Culture, Employment and Business Growth and across the Council to achieve added value for projects and strategies.</p> <p>Contribute to the delivery of the Council's new corporate strategic objectives, particularly on local economic growth, sustainable development and tackling community safety issues in Waltham Forest, whilst linking this to supporting the Council's response to the Climate Emergency.</p>	
Generic	End Results/Outcomes
Plan and ensure service delivery within a diverse environment. Control activities within the service is delivered to the quality, Council, professional and legislative standards.	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility. Service delivers excellent customer service.</p>
Advise Senior Managers, Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.	<p>Expert professional advice, interpretation, information, support and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives / complex operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p>

Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.	Resources, including equipment, people, and systems are utilised optimally and efficiently. Budgets are planned, developed and delivered. Value for money is maximised. Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.	Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales. Evidence based recommendations are made.
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Job-specific Accountabilities	End Results/Outcomes
Plan, direct and coordinate activities to manage and implement projects from proposal or initiation to final operational stage.	Projects deliver all required outputs to relevant quality standards within agreed timescales and budgets.
Deliver physical/capital and cultural/creative regeneration projects in a specific geographic area as part of the borough's regeneration programme.	Produce technical briefs and specifications and deliver physical regeneration projects plans, securing stakeholder contributions and commitment and managing delivery and budgets. Meeting the council's ambitions for delivering a high-quality programme of regeneration projects that achieve social, economic and environmental benefits to neighbourhoods.
Deliver major place-making projects, through establishing effective relationships with local businesses (including street market traders)	Securing the future of town centres by ensuring there is an engaged, varied and resilient business community which invests in the town centre. A vibrant town centre which becomes an attractive destination for residents and visitors.

and attracting new investment.	
Lead on major capital funding bids for regeneration projects in partnership with business and community organisations.	Successful partnership funding bids to support a varied portfolio of regeneration projects.
Procure and manage external technical consultants to advise and deliver to defined project specifications.	Effective scoping of external expertise required and appointment of appropriate technical advice; considering maximising quality and value for money.
Effective engagement with developers and investors, business community and community outreach to deliver place-making schemes.	Effective design and management of public spaces, including public safety, mobility, enjoyment, well-being, minimising crime and ASB, delivering community cohesion, good quality local employment, creative and cultural spaces, street art and events which strengthen resident and business community capacity and resilience.
Engage with stakeholders and partners to ensure commitment to aims of the project through the effective use of influencing skills.	Stakeholders are engaged in the design, development and delivery of projects. Stakeholders express high levels of satisfaction with project delivery.
Secure compliance and engagement with the project amongst the necessary stakeholders.	Projects are compliant with all relevant legislation, regulations, codes, requirements, standards and guidelines.
Manage the development of project teams to ensure that they meet their objectives and address any issues as appropriate.	Individuals and teams are set objectives that they consistently meet or exceed. Under-performance is identified and addressed at the earliest opportunity. Best practice is captured and shared via a 'lessons learnt' process.

Manage risk within area of responsibility. Ensure all stakeholders are aware of and comply with relevant regulations and procedures.	Potential risks are identified and mitigation is planned. Risk Registers and Issue Logs are maintained.
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Resourcing

Budget Responsibilities: Project Budgets up to £1m capital and £200,000 revenue

Supervisory Responsibilities: Project Teams and managing consultants. Matrix working and management of project teams as per project requirements.

Knowledge, Skills and Experience

Experience of managing major complex physical/construction/place-making/cultural regeneration projects, working to time, budget and quality in a large organisation and with third party stakeholders.

Experience of delivering town centre place-making projects with multiple regeneration outcomes and benefits.

Knowledge and experience in delivering improvements and meanwhile projects to High Streets and street markets, working with partners to make effective use of public assets (such as libraries) through innovative multi-use of cultural activities and events, arts-led projects, business, community and resident engagement.

Experience of leading public consultation for regeneration projects.

Experience of securing investment and resources to deliver regeneration activity.

Experience in managing and leading a team and encouraging them to meet personal and organisational objectives.

Experience of report writing and communications for a variety of audiences, demonstrating numeracy and literacy, and applying expert knowledge.

Experience of the effective management of high value, high impact programmes and projects on time and on budget throughout the whole project life cycle.

Experience in dealing with a range of complex and contentious matters requiring a consistently high degree of support, persuasion and advocacy and an awareness of major policy objectives.

Experience of working in a risk management environment with effective tracking and mitigation of risks.

Ability to be decisive and work well under pressure.

An exceptional communicator able to operate and empathise with stakeholders and project teams to influence and gain commitment to objectives.

Good written and verbal communication skills, presentation skills, IT skills.

Good time management skills.

Indicative qualifications
<p>Educated to degree level or equivalent standard.</p> <p>Relevant professional qualification and/or demonstrate relevant experience to meet exacting professional standards.</p>
<p>Recognised programme or project management accreditation eg. Prince2, Managing Successful Programmes</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.