



## Job Profile

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<b>JOB TITLE:</b>	Senior Strategic Planning and Regeneration Officer
<b>GRADE:</b>	POB
<b>POST NO:</b>	TBC
<b>JOB TIER:</b>	5
<b>DBS CHECK:</b>	Not required
<b>GROUP:</b>	Planning and Sustainable Growth
<b>SERVICE:</b>	Strategic Planning and Regeneration

### REPORTING STRUCTURE

<b>Reports to:</b>	Regeneration and Economic Development Manager
<b>Direct Reports:</b>	Up to 1
<b>Indirect Reports:</b>	None

### ROLE PURPOSE:

The primary focus of the role will be the identification, promotion, effective management, development and delivery of major projects and facilitating development opportunities across the borough. Specifically the post holder will deliver the Uxbridge Vision and lead engagement with business, community and other stakeholder groups through the creation and management of a town centre partnership. Within the authority, you will be working closely with colleagues in planning policy, urban design and economic development

You will also support the Council's economic development and regeneration functions by participating in cross service discussions related to regeneration of major development sites.

Work with key strategic partners of the Council (such as partner boroughs in the West London Alliance or the Greater London Authority) and Members on the co-ordination and delivery of local and strategic planning policies.

## A. Job Description

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### 1. Resident & Community Contribution

- Demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- Contribute towards continued constructive working relationships with all partners, stakeholders and customers.

### 2. People Management

- This role has supervisory responsibility for junior members in the Strategic Planning Projects team, assisting with inductions and training of peers and new employees through to assisting with the daily management Strategic Planning team members.

### 3. Operational Service Delivery

- To be responsible for leading on a range of strategic delivery project work, providing and co-ordinating the necessary technical expertise to ensure that projects are delivered to time, budget and specification, inclusive of, but not exclusive to:
  - Project initiation
  - Project management
  - Project implementation
  - Procurement
  - Working closely with developers and contractors
  - Production of master planning and socio-economic, physical regeneration documents.
  - Sourcing and bidding for funding opportunities and ensuring it is effectively and efficiently carried out.
- To maintain and update records in relation to the projects namely:
  - Project Plans

- Financial Records
  - Planning Documentation
  - Legal Documentation
  - Risk Register
- To take responsibility for the appointment, management and administration of consultations. Preparation of consultants' briefs, contracts, negotiations, evaluation of tenders and monitoring of their performance.
  - To identify and ensure effective and innovative development interventions, which are delivered in partnership with a range of internal and external partners and maximise inward investment opportunities from external source to help deliver physical development and regeneration in the borough.
  - To work across directorates, in partnership with residents and the selected partner developer(s) to coordinate the delivery of development projects.
  - Impart knowledge, skills and training to staff, other internal officers, members, external agencies and the public as appropriate.
  - Prepare and present reports to Cabinet and Cabinet Portfolio members concerning the above duties and attend such meetings of the Council's Cabinet and other committees as required.
  - To ensure that public consultation and engagement is undertaken in accordance with the Council's policies and procedures and legislative requirements.
  - Represent the Council at public meetings and meetings of other organisations as may be required in connection with the duties of the post.
  - Lead or participate in any related project teams, which may from time to time be set up and take responsibility for leading strategic planning projects.

#### **4. Service Planning & Development**

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

#### **5. Financial & Resource Management**

- Demonstrate cost-consciousness and identify any cost effective changes to own way of working.
- Assist the Planning Policy and Infrastructure Manager in the procurement of, and to supervise consultancy support for Local Plan and related projects.

#### **6. Service Improvement**

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

## **7. Contacts**

- External: Developers and their professional agents; Housing Associations; Greater London Authority; Secretary of State; London Councils; Association of London Borough Planning Officers; Department for Communities & Local Government; Environment Agency; Transport for London; other London Boroughs; West London Alliance; County and District Councils outside London; members of the public.
- Internal: Council Members from the Cabinet and Planning Committees; Service Areas (especially Housing, Education, Highways; Property, Legal, Finance, Green Spaces, Policy, Audit).

## **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

## **9. Key Performance Indicators**

- Delivery of strategic planning projects including master planning work.

## B. Person Specification

### Strategic Planning Project Manager

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Educated to degree level in a relevant discipline, including but not limited to geography, architecture, landscape architecture, urban design or planning.	✓	
Evidence of continuous professional development		✓
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Ability to work flexibly to meet the needs of the service which will include attendance at Council meetings and meetings with the Public outside normal working hours.	✓	
Proven ability to plan, manage and monitor projects and programmes of work.	✓	
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Experience of successfully engaging with others in a diverse community, building positive and productive working relationships and managing large-scale multi-disciplinary projects.	✓	
Experience in the preparation of urban design related policies, strategies, guidance, masterplans or design codes.	✓	
Experience of dealing and consulting with Councillors, stakeholder, members of the public, landowners and other relevant organisations.	✓	
Experience of managing staff.		✓
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
A sound knowledge of design processes and requirements for achieving high quality sustainable environments.	✓	
Ability to produce clear well-structure reports, planning briefs and policy documents including documents for publication and in exhibitions.	✓	
Ability to produce innovative design solutions on design, development and regeneration issues.	✓	

Ability to demonstrate organisational skills to effectively plan and progress a series of tasks/projects simultaneously and within agreed timescale.	✓	
Ability to understand and manage technical and financial issues relevant to complex projects.	✓	
Ability to act with political sensitivity and awareness		✓
Ability to represent the Authority across a wide range of forums.		✓
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions. Plans, prioritises and organises workload to ensure work is delivered on time and is of a high quality.	✓	
<b>Team working</b> Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
<b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences including Councillors and the general public.	✓	
<b>Customer Care</b> Develops contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
<b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	