

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Place

DIVISION: Growth Employment and Regeneration

JOB TITLE: **Regeneration Manager (Place)**

ROLE PROFILE

Job Title:	Regeneration Manager (Place)
Department:	Place
Division:	Growth Employment and Regeneration
Grade:	Grade 15

Hours (per week):	36
Reports to:	Senior Regeneration Manager
Responsible for:	Project-related staff; matrix management across council staff; appointed consultants and external contractors.
Role Purpose and Role Dimensions:	<p>You will work as part of the Growth & Regeneration team and report to a Senior Regeneration Manager. You will take responsibility for all matters relating to the regeneration of areas you are responsible for. This can include place-specific and/or borough-wide initiatives and programmes.</p> <p>You will work as part of a team of Regeneration Managers, collectively delivering growth and regeneration activities within Croydon the town centre and the other 'places' across the borough.</p>
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	Delivery Partners, Businesses, Residents, BIDs, Strategic Partners, External Funders, Community Groups, Other Local Authorities, Professional Bodies
Key Internal Contacts:	Elected Members, senior managers, managers and officers across the Council.
Financial Dimensions:	Budget management of regeneration projects and programmes ranging in value from a few thousand pounds to multi-million pounds.

Key Areas for Decision Making:

To seek and manage external funding from central government or other funding bodies.

To inform discussions with managers and officers across the Council to shape and influence delivery of core services in the district centres to drive effective and joined up provision to residents.

Informing negotiations with and influencing of those working in the places of Croydon, including developers and registered providers to ensure maximum benefits for the wider community across all delivery.

Assisting in building an effective Growth & Regeneration service that is recognised as a leader in the sector, undertaking a range of tasks and projects, as directed by the Head of Service and Senior Regeneration Manager and promoting excellence in the delivery of economic and physical regeneration projects.

Other Considerations:

You may, from time to time, be required to work outside of regular office hours including weekends and evenings to attend meetings and community events.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Assisting in the creation of a leading Growth & Regeneration Service

Key Elements:

This will involve:

- Assisting in building an effective Growth & Regeneration service that is recognised as a leader in the sector, undertaking a range of tasks and projects, as directed by the Head of Service and Senior Regeneration Manager and promoting excellence in the delivery of economic and physical regeneration projects.
- Supporting the whole “place approach to the council’s regeneration programme through successful delivery of physical and economic regeneration projects
- Creating conditions for economic growth within Croydon’s town centre and across the borough based on sound and reliable evidence
- Informing discussions with managers and officers across the Council to shape and influence delivery of core services in the town and district centres to drive effective and joined up provision to residents.
- Contributing to the council’s strategies and policies in relation to growth, economic development and investment.
- Securing external investment for growth and regeneration activities

Strong project and programme management

This will involve:

- Matrix management of officers from across the Council on specific pieces of work including management of project and programme teams.
- Budget management of regeneration projects and programmes ranging in value from a few thousand pounds to multi-million pounds.
- Delivering successful place-based and/or borough-wide initiatives, programmes and projects which are delivered on time and to budget. Operating within the governance, financial and legal frameworks of the Council at all times.
- Delivering any other relevant duties or projects as required.

Contributing to ‘good growth’ of the borough

This will involve:

- Contributing to and shaping evidence-based policy and strategy to ensure a holistic approach to

regeneration involving not only physical uplift but also initiatives which promote economic growth, and maximise use of community spaces, parks and leisure provision. Taken in combination these initiatives will create a place where residents and businesses want to be.

- Delivering place-based and/or borough-wide programmes delivering holistic regeneration outcomes for communities including for example the development of masterplans, place frameworks, associated improvement plans, RIBA 0-3 designs and community-led place plans coordinating with relevant teams across the council.
- Developing a thriving and lively infrastructure and socio-economic offer which provides 'good growth', engages communities and supports regeneration.
- Creating and implementing place-based good growth and regeneration activities
- Working in close collaboration with colleagues and external partners to support the delivery of suitable, mixed-use schemes and high quality homes in the town and district centres
- Creating places that communities are proud of and want to look after as their neighbourhood
- Creating places that are easy and safe for all to get to and move around in
- Ensuring robust and effective communication and engagement with the community, elected members and officers working across the priority 'places' of Croydon as determined by policy and strategy to ensure the Council's and the community's ambitions are delivered.
- Informing negotiations with and influencing of those working in the places of Croydon, including developers and registered providers to ensure maximum benefits for the wider community across all delivery.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct

Person Specification

Job Title:	Regeneration Manager (Place)
Essential knowledge:	<ul style="list-style-type: none">• Knowledge or experience of the planning system and how regeneration activity can support planning policy development• Understanding, or experience of developing and appraising development proposals• Understanding or experience of successful communications and engagement with residents, leaseholders, elected members, community groups and other stakeholders, building positive and productive working relationships
Essential skills and abilities:	<ul style="list-style-type: none">• Track record of successfully identifying and managing risks in project and programme delivery• Ability to communicate complex ideas, concepts, issues and financial information clearly and simply both verbally and in writing
Essential experience:	<ul style="list-style-type: none">• Experience of working in a regeneration setting, developing and delivering initiatives across organisational boundaries• Experience of delivering successful programmes and projects in partnership with other agencies• Experience of direct delivery of successful growth and/or regeneration projects / programmes• Experience of working within a politically driven organisation operating at a senior level with elected or board members• Experience of sourcing, commissioning, procuring and managing third parties to take forward elements of delivery• Experience of successful budget and risk management particularly in relation to regeneration programmes/ projects