

Role profile

Job Title:	Principal Regeneration, Investment, and Jobs Officer	Grade:	13
Department:	Regeneration, Economy and Skills	Post no.:	
Directorate:	Economy & Sustainability	Location:	Perceval House

Role reports to:	Head of Regeneration, Investment, and Jobs
Direct reports:	Two
Indirect reports:	None

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To manage the implementation of various projects within multimillion-pound, multi-agency infrastructure development and strategic and complex jobs-led regeneration and economic development programmes to be delivered within the borough's neighbourhoods.
- Support the Head of Regeneration, investment, and jobs in developing maintaining strong relationships with one or more boroughwide high growth sectors and key businesses and large employers with one or more towns.
- To develop opportunities to unlock public and private land and assets for new mixed-use development. This will be predominantly within town centre and industrial area locations. The delivery of these capital projects will be mixed, comprising Joint Ventures, Development Agreements, and council self-delivery.
- To develop, commission, manage, deliver and evaluate multiple projects within jobs-led regeneration and economic development programmes that are focused on achieving outcomes in the Council Plan (or equivalent latest documents).
- To work directly with elected Members, councillors, public and private sector partners and communities and to deliver growth, regeneration and economic development projects that are clearly identified as priorities within neighbourhoods for investment.

Key accountabilities

- To lead on the development and implementation of specific project work packages, adopting project management practices, actively engaging with internal and external partners and stakeholders to address local issues and achieve strategic outcomes.
- To oversee the delivery of local investment plans and strategies, closely working with internal teams and external stakeholders, particularly Members and community groups and stakeholders to develop priorities list that reflects a locally shared vision.
- To identify and lead the development and delivery of physical regeneration and economic development projects that are focused on creating jobs and business growth, within approved budgets. This will include managing procurement processes.
- To work with communities to deliver innovative and forward-thinking projects at a neighbourhood level, based on pre-determined priorities and then subsequently the receipt of Section 106 and other income to the Council.
- To identify revenue implications for neighbourhood projects and sources of income to ensure that capital projects are cost neutral in terms of revenue.
- To be responsible for assessing and managing project risk.
- To commission consultancy and other services, including the preparation Invitation to Tender briefs. To manage those consultancies to ensure that the deliverables identified in the briefs are received on time and budget.
- To work collaboratively with the Local Planning Authority in particular, attending and contributing to Pre-Planning Application processes to ensure the best outcomes in terms of jobs-led regeneration, investment and business growth opportunities through Section 106. To cover the duties of the Head of
- Regeneration, Investment, and Jobs, as required, in particular attendance cover at meetings.

Key performance indicators

- To coordinate and deliver high quality strategic jobs-led regeneration and economic development programmes within the borough's neighbourhoods.
- To set up and maintain systems for monitoring, controlling and updating project and programme documentation, ensuring information is up to date and can be readily retrieved.
- To produce briefing information and make high quality verbal and written presentations to appropriate individuals and bodies at all levels of the council's governance arrangements, and external organisations and public meetings.

Key relationships (internal and external)

- The LPA, Work Ealing and Learn Ealing teams and other teams across the Economy & Sustainability Directorate.
- To develop positive and cohesive relationships through working with a diversity of networks and partnerships in the borough including Ealing's High Streets Taskforce, Ealing business groups/networks and inward investment

sponsors (and cross borough via the West London Alliance, Heathrow Airport, GLA and OPDC), to promote, facilitate, develop and deliver plans and projects to achieve growth and regeneration objectives. To act as the main point of contact for internal and external stakeholders for the project/s, maximising opportunities to innovate and develop improvements to delivery.

- To organise and administer sensitive strategic meetings and other communications with internal and external stakeholders (including the Greater London Authority, Transport for London, Network Rail and Heathrow Airport Limited), demonstrating an awareness of political sensitivities and an understanding of conflicting stakeholder priorities, working at a high level of advocacy and sensitivity in dealing with contentious information.
- To work with Council commissioners, and other directorates to ensure the delivery of outcomes defined in the Council Plan, or other such document.
- To ensure senior officers and Members get the necessary support and information to enable them to fulfil their roles as key decision makers with regards to the design and delivery of the project/s. This will include the preparation and verbal presentation of reports for Cabinet Members and Cabinet.

Authority level

- Responsible for the management and authorisation of transactions up to the limit of the budget defined within each project.
- Responsible for identifying and monitoring Section 106 income insofar as it relates to the work programme(s) and all awarded grants including monthly monitoring and claims in accordance with the Council's financial procedures.
- Will manage up to two Regeneration, investment, and jobs Officers employed by Ealing Council, and support the Head of Regeneration, investment, and jobs as necessary in the appraising and work programme setting of the Regeneration, Investment, and Jobs Officers.
- To take a lead role in ensuring project compliance with corporate and Council procedures, and best practice information and guidance.

Person specification

Candidates please address all criteria in your application. Please give examples.

Essential knowledge, skills and abilities

1. Sound understanding of project / programme management methodologies, such as PRINCE2 and Managing Successful Programmes (MSP) and the techniques involved in managing large and complex regeneration and economic development projects.
2. Detailed knowledge of the scope and content of current legislation and policy (at national, regional and local levels) and trends which affect and influence regeneration, economic development, and business growth.
3. Excellent verbal, written and visual presentation and communication skills.
4. Ability to research, conduct analysis, develop recommendations and produce reports.

5. Strong understanding of the opportunities for external funding and the process of securing that funding.
6. Excellent interpersonal skills and can effectively employ those to manage difficult conversations and mediate competing interests, particularly in public meetings.

Essential qualification(s) and experience

1. Possess a degree and/or chartered membership linked to one of the following professions: economic development, business growth/support, inward investment, urban regeneration, planning, architecture/urban design, surveying or construction OR significant experience working in one of these areas.
2. Evidence of commitment to continuing professional development.
3. Demonstrable project management experience in the public or private sector, supported by relevant professional qualifications
4. Evidence of a successful track record in:
The preparation of spatial regeneration and economic development plans and/or
Planning for large scale, mixed-use, development and/or infrastructure including planning, monitoring and implementation and/or
Delivering business growth and inward investment programmes that have enabled innovation, diversification and growth of a local economy
5. Financial management, including budget preparation, resource planning and monitoring of income, in addition to base budget.
6. Business, resident and stakeholder engagement and consultation, including the development of inclusive engagement consultation strategies in diverse communities and establishment of governance structures.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards