

Role profile

Job Title:	Head of Regeneration, Investment, and Jobs	Grade: CB5	
Department:	Regeneration, Economy and Skills	Post no.:	65233
Directorate:	Economy and Sustainability	Location:	Perceval House
Role reports to:	Assistant Director, Regeneration, Economy and Skills		
Direct reports:	Up to five Regeneration, Investment, and Jobs officers		
Indirect reports:	Up to three consultants		

Job description

Purpose of role

- To oversee and coordinate the development, resourcing, delivery, and monitoring of a complex and high-profile portfolio of specialist activities and services across a spatially based jobs-led regeneration and economic development programme of work.
- To proactively grow and manage a team of regeneration, investment, and Jobs and economic development officers that will possess the necessary skills and capacity deliver the council's strategic jobs-led regeneration and economic development objectives across a number of the borough's seven town areas.
- To oversee and coordinate the development of plans or strategies that will enable a fully integrated and coordinated approach to placemaking, unlock greater levels of economic growth, investment and productivity across the borough and within a number of its seven towns by prioritising the activation and/or redevelopment of council assets and working with delivery partners.
- To oversee and coordinate strategic delivery programmes and strategies that will strengthen and nurture key and high growth sectors, attract new investment, new businesses and new jobs into the borough's high streets, commercial areas and council assets, including representing and promoting the borough at a local, regional, and national levels including lobbying for, bidding for and helping coordinate new investment and funding into the borough.

- To lead in developing maintaining strong relationships with one or more boroughwide high growth sectors and key businesses and large employers with one or more towns, and ensuring other officers, particularly the Area Manager and Principals, play a key supporting role in these relationships so actions and initiatives can be delivered at pace.
- To lead directly on strengthening and maintaining productive relationships with strategic stakeholders, including Heathrow Airport Limited and Old Oak and Park Royal Development Corporation (OPDC) and the West London Alliance to realise shared vision and objectives on enhancing the equality of opportunity for Ealing residents and businesses, and leverage those relationships to achieve good growth with a focus on jobs-led regeneration across the seven towns.
- To play a key role in ensuring the borough becomes carbon-neutral by 2030 by helping deliver the Ealing's Climate Commitment Strategy and Action Plan.

Key accountabilities

- To be accountable and responsible for leading the development, resourcing, delivery, and monitoring of a strategic jobs-led regeneration and economic development programme within a defined geographic area, defining and managing multi-year work programmes that address local issues and achieve strategic outcomes.
- To progress and coordinate a multi-disciplinary approach to jobs-led regeneration and economic development across council services, act as an expert policy adviser to Members and senior officers on initiatives and activities within those disciplines.
- To identify revenue implications and sources of commercial income to ensure that capital projects are cost neutral in terms of revenue and help negotiate Section 106 and other income to deliver infrastructure to support growth.
- To secure the support and collaboration of Members, multi-stakeholders and the wider community in delivering the strategic jobs-led regeneration and economic development objectives, influencing the work of senior officers and challenging orthodox approaches, promoting innovation, creativity, and imaginatively using internal and external communications to deliver forward-thinking projects at a town area level.
- To commission external consultants where appropriate, ensuring effective client management and oversight, as well as being accountable for and managing programme and project budgets. This will include managing multiple procurement processes and ensuring compliance with legislation across all methods of development delivery models, including land acquisition.

- To proactively work with the Local Planning Authority, supporting the production of development plan documents, attending and contributing to Pre-Planning Application processes to ensure the best outcomes in terms of good growth, job creation, business growth and investment opportunities through assisting on the LPA's Section 106 negotiation processes.
- To work closely with the Assistant Director, Head of Adult Learning and Skills and Head of Employment, Enterprise and Apprenticeships to have a fully integrated and coordinated approach to job creation across the service and its teams.
- To be part of the service management team, and working closely with the Strategic Director, Assistant Director, other Service Heads and lead Cabinet Member(s) to deliver corporate and programme objectives.
- To deputise for the Assistant Director, as required.

Key performance indicators

- To assist the Assistant Director in developing, delivering, and monitoring a service delivery plan that will ensure Council Plan priorities and KPIs on jobs-led regeneration and economic development are effectively realised.
- To coordinate and deliver high quality infrastructure investments and enhancements, strategic jobs-led regeneration programmes, and redevelopment projects within the borough's town centres, industrial areas and neighbourhoods.
- To set up and maintain effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision making and joint working at a corporate level in support of continuous improvements in service planning and delivery.
- To set up and maintain appropriate boards and/or forums that will have strategic oversight in defining project outputs, outcomes, risks and performance measures demonstrating a clear link to strategic jobs-led regeneration and economic development objectives.
- To oversee and coordinate appropriate boroughwide programmes and support Area Managers and Principal Officers to develop and deliver, which may include the council's inward investment programme, sector growth programmes and forums and various industrial, commercial, and economic development strategies and delivery plans that enable economic growth of the borough's high streets, commercial and industrial areas, and council assets.
- Continuously research and target opportunities for securing external and internal funding, identifying new commercial and business opportunities, building relationships with current and potential investors and bringing forward council sites for activation and/or redevelopment.

Key relationships (internal and external)

- The LPA, Work Ealing and Learn Ealing teams and other teams across the Economy & Sustainability Directorate.
- To take a lead in developing positive and cohesive relationships through working with a diversity of local and strategic networks and partnerships in the borough, and cross borough via the West London Alliance, Heathrow Airport Limited and the Old Oak and Park Royal Development Corporation), to promote, facilitate, develop and deliver plans and projects that put Ealing's communities at the heart of inclusive decision making. . 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, Old Oak and Park Royal Development Corporation, 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 regeneration and economic development programmes and projects. 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 negotiating and monitoring Section 106 income insofar as it relates to the team's jobs-led regeneration and economic development work programme(s) and all awarded grants including bi-monthly monitoring and claims in accordance with the council's financial procedures.
- Will manage up to five area regeneration, investment and jobs officers employed by Ealing Council along with multiple external consultants and deputise for the Assistant Director as necessary and assist in the objective setting, appraising and developing annual service delivery plans.
- To take a lead role in ensuring project compliance with corporate and Council procedures, and best practice information and guidance.

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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.

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 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 and economic development programmes and projects.
3. Excellent verbal and written presentation, communication and negotiation skills.
4. Excellent knowledge and understanding of the site appraisal and development process and various forms of development delivery models and financing methods demonstrated by previous commercial experience.
5. Excellent understanding of funding opportunities from both the public and private sectors and the process of securing and spending that funding.
6. Financial management, including budget preparation, resource planning and monitoring of income, in addition to base budget.
7. Managing development programmes and the development procurement process.

Essential qualification(s) and experience

1. Possess a degree and/or chartered membership linked to one of the built environment professions, including urban regeneration, planning, architecture/urban design, surveying, construction, or economic development.
2. Demonstrable Continuous Professional Development including for professional/technical and leadership/management development.

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 will 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