



Job Outline

Post: Senior Regeneration Officer

Service: Economic Growth

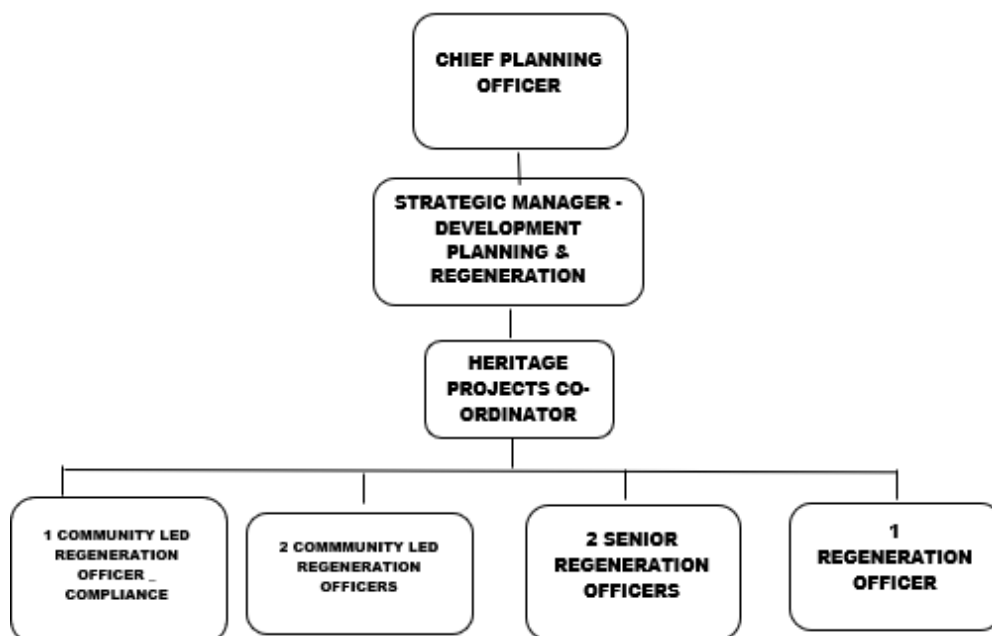
Section: Development Planning & Regeneration

Grade: G12

Job Purpose: To deliver an effective regeneration service to all customers including initiating, developing and delivering a range of complex regeneration projects across East Ayrshire Council.

The postholder will contribute to the provision of excellent customer care, meeting strategic objectives set out in the Strategic Plan and performance targets as part of integrated Planning and Regeneration Service.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Contribute to the delivery of a Vision and Masterplan for Kilmarnock Town Centre and associated Action Plan particularly in relation to place-making and project delivery.
2. Identify, develop and subsequently implement and monitor projects and initiatives to improve the vitality, viability, appearance and performance of the town centre.
3. Work closely with partners to deliver land and property development projects and improvements in the East Ayrshire Council area, and to secure best value for the Council's revenue and capital investment.
4. Support the Kilmarnock Neighbourhood Board with the delivery of the aligned Kilmarnock Regeneration Plan through the implementation and monitoring of projects using funding from the UK Government's Pride in Place / Plan for Neighbourhoods and any subsequent further funding.
5. Develop close business relationships and work collaboratively with internal and external stakeholders, including but not limited to Ayrshire 360, community groups, developers, town centre businesses, statutory agencies, the Neighbourhood Board and registered social landlords to maximise the regeneration benefits for East Ayrshire.
6. Manage procurement of works and services in line with the Council's policies.
7. Manage external consultants in relation to the project development and delivery.
8. Manage and monitor project budgets including any external funding and adhere to any related conditions.
9. Develop and foster excellent working relationships with all key stakeholders, Employees and External Partners to ensure the effective and efficient implementation of the Council's Policies and Programmes.
10. Contribute to the delivery of the Council's Strategic Plan and assist the Development Planning team with the development of planning policy and strategy in relation to regeneration.
11. Support the Chief Planning Officer in the briefing of Elected Members and produce reports for Council, Cabinet and Committees.
12. Explore opportunities and recommend bids for external funding to augment current budgets and grant funding and ensure the delivery and compliance of projects associated with successful bids.
13. The postholder may have indirect staffing responsibilities occasionally for coaching, mentoring or supporting other officers.

C. GENERAL RESPONSIBILITIES

14. Ensure all materials and equipment provided to assist in carrying out the duties of the post are properly secured in accordance with the Council's policies and procedures.

15. Promote the health and safety of employees at work and of service users through the implementation of the Council's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
16. Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties.
17. Ensure that the Council's Customer Service Commitment is followed in all dealings with the people we serve.
18. Adhere to the service policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.
19. Participate in the East Ayrshire FACE Time process annually in accordance with the Council's procedures.
20. Represent the Service at appropriate external events and meetings in accordance with the remit and status of the post.
21. To ensure that the services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.

Person Specification

Designation: Senior Regeneration Officer	Post No:
Service: Economic Growth	Section: Development, Planning & Regeneration

Attributes:	Essential Criteria	Desirable
Qualifications	SVQ Level 5 / Hons Degree in a relevant Built Environment discipline - Planning, Architecture, Surveying, Economic Development	- Professional Management Qualification - Relevant Professional Membership
Knowledge & Skills	- Ability to demonstrate application of best practice in urban design and masterplanning - Ability to mediate and resolve complex/controversial issues - Ability to lead on high profile projects - Commitment to and knowledge of Project Management methodology - Excellent oral and written communication skills specifically in relation to engagement with elected members, senior officials and customers - Ability work on own initiative and as part of a Team - Ability to work strategically while under pressure, plan ahead and deliver to agreed timescales - Enthusiastic and self motivated - Commitment to participate in work requirements out with standard office hours and or out with the boundary of the authority.	- Ability to motivate and influence others to achieve targeted outcomes. - Knowledge of tele-conferencing and related advanced communication interfaces - Capable of leading and delivering high value outcomes resulting from matters arising at meetings and conferences
Experience	Knowledge and experience of large scale masterplanning, project development, co-	- Experience of property redevelopment - Knowledge and experience of public sector procurement

CLASSIFICATION: PUBLIC

	ordination and implementation work • Knowledge and experience of contract management • Experience of working with and across a wide range of agencies and stakeholders • Experience of working effectively within a political environment. • Experience of seeking external funding opportunities to support regeneration projects • Experience of managing budgets • Knowledge and experience of monitoring project delivery and compliance with funding requirements	
Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	Behaviour	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	