

JOB OUTLINE	
JOB TITLE: Senior Officer – Regeneration	JET CODE: 7038
DIVISION: Development	
SERVICE/BUSINESS UNIT: Economic Development	
REPORTING TO: Team Manager – Economic Development	
RESPONSIBLE FOR: Supervision of project teams, as required	
<p>JOB PURPOSE:</p> <p>To co-ordinate and facilitate sustainable regeneration activity and investment within East Lothian, in accordance with relevant legislation, the Council's policies and agreed standards and priorities, with a commitment to achieve best value.</p> <p>To support the delivery of the East Lothian Economic Development Strategy and the delivery of Strategic Workstream 6 (energise East Lothian's town centres and rural economy) and Strategic Workstream 2 (prepare strategic sites for development and marketing).</p>	
<p>MAIN DUTIES:</p> <ul style="list-style-type: none"> • Implement the Council's strategies in relation to regeneration. • Enable the delivery of strategic investment programmes in relation to the regeneration of town centres, rural areas, and specific sites in line with targets. • Identify regeneration opportunities, in conjunction with relevant stakeholders. • Co-ordinate and facilitate regeneration activity across Council services. • Manage the delivery of town centre investment projects, including Conservation Area Regeneration Scheme (CARS). • Manage the delivery of rural investment projects. • Promote the "town centre first principle" to ensure strategic investment promotes growth in town centres. • Identify opportunities and prepare bids for funding from external sources in relation to economic development and regeneration in conjunction with relevant stakeholders. 	

- Contribute to the development and assessment of new funding models for the delivery of economic development and regeneration investment in town centres and rural areas.
- Contribute to the development of the Council's Local Development Plan, Economic Development Strategy and Local Housing Strategy.
- Develop and implement East Lothian's strategic response to new government requirements relating to town centres, rural areas, and support the same for strategic sites.
- Promote inward investment in town centres and rural areas.
- Act as first point of contact for issues relating to town centre and rural regeneration and investment for customers, Council services, businesses and external partners.
- Promote and enable the sustainable use-re-use of properties and sites.
- Promote the historic built environment.
- Record and monitor economic development and regeneration outcomes.
- Ensure all conditions in relation to successful funding bids are met.
- Carry out appropriate monitoring, recording and evaluation.
- Manage budgets, as required.
- Procure services, in accordance with appropriate strategic plans and Council policies and procedures.
- Supervise staff, including induction, recruitment and selection, performance and review (PRD) and formal grievance and disciplinary matters in accordance with Council policies and procedures.
- Contribute to the development of services available, in line with changing demands, targets and feedback, to ensure the delivery of an effective, efficient and high quality service to both internal and external stakeholders.
- Maintain awareness of developments in national policy, best practice, and a detailed working knowledge of all relevant legislation in order to ensure that the Council's policies and practices conform to statutory provisions.

- Develop and sustain effective internal and external relationships and appropriate partnerships in relation to the service being provided.
- Support a culture of continuous improvement using management information and customer feedback.
- Take reasonable care of personal health and safety and ensure compliance with the Council's health and safety rules and legislative requirements.
- Promote a positive image of Economic Development services by providing excellent Customer Care.
- Contribute to the work of the Economic Development Service and to support other members of that Service, as and when required.
- Promote the Council's vision and values and a corporate culture that is positive, customer focused and supports employee engagement to the highest standards.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree Level Qualification or equivalent in an appropriate discipline e.g. regeneration, architecture, building surveying, housing, town planning, economic development, built heritage management or related subjects and/or be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

- None.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Degree Level Qualification or equivalent in an appropriate discipline e.g. regeneration, architecture, building surveying, housing, town planning, economic development, built heritage management or related subjects and/or be able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience	A higher level degree or working towards a higher level degree in an appropriate subject area Membership of relevant professional bodies
Previous Experience (Paid & Voluntary Work)	Experience of working in the regeneration of town centres, rural areas, heritage or strategic sites Experience of programme and project management Experience of setting up and / or administering grant programmes Experience of working with communities and other external stakeholders	Experience of supervising staff Experience of working in heritage-led regeneration Experience of preparing bids for financial resources
Knowledge/ Skills /Competencies	Knowledge of relevant regeneration and economic development legislation, policy, programmes and practice Effective verbal and written communication skills Effective organisational and time management skills Well-developed numeracy skills A skilled user of Microsoft Office	Knowledge of current policy initiatives in relation to public services
Personal Qualities	Ability to write well structured, clear and persuasive reports and proposals Ability to prioritise a varied and complex workload Ability to use own initiative	

	<p>Ability to work under pressure and meet deadlines</p> <p>Ability to work flexibly as part of a team</p> <p>Ability to manage and develop effective relationships with stakeholders with tact and diplomacy</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters</p> <p>Ability to investigate and resolve problems</p>	
<p>Council Behaviours</p>	<p>We are Customer Focused</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	