**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** | Team Leader – Town Centre Masterplan | | |
| **Directorate** | Economy | **Division/Section:** | Regeneration |
| **Grade:** | SM2 | **JE Reference:** |  |

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| **Job Purpose:**   * Manage the Capital Projects/Town Centre Regeneration team * Assist the Head of Service to develop the Council’s regeneration strategies and then manage its implementation through the delivery of a programme of physical regeneration projects * Engage with multiple stakeholders and funding partners, building and maintaining effective working relationships * Assist the Head of Service in the efficient management of resources within the Division |

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| General Responsibilities:  Contribute to the strategic direction of the service, find practical solutions and decide how to deliver the service’s objectives.  Development of strategies, policies and plans relating to progressing the Councils, and Boroughs, ambition and vision for regeneration.  To be responsible for authorising spend from significant budgets and directly influencing the budget setting process, including for programmes and projects, plus the long-term financial planning of the capital projects programme. Monitor the budgets and advise senior management of budget issues and demonstrate value for money project delivery.  Assist with the development of funding bids for Capital Projects/Town Centre Regeneration that will support the delivery of our regeneration plans and programmes.  Assist in the effective delivery and performance management of projects and programmes assigned to the Division, including ensuring any grant conditions are complied with and that required outcomes, outputs, spend and best value are achieved.  Lead individual capital projects throughout the Borough, including preparing and updating project plans, budgets and risk logs.  Prepare and present reports for consideration of the Council’s Cabinet, CIPB, Programme Boards and funding panels/organisations as required.  To be responsible for the service plans of the service(s), regularly evaluating progress and taking appropriate actions. Responsible for relevant KPI’s and local service standards.  To be responsible for good employee relations within the service(s), including effective consultation, negotiation and conflict resolution.  Ensure the effective deployment of the workforce within the service and foster a high performance culture, embedding the Council’s co-operative values and corporate behaviours.  Ensure effective working relationships with other team managers across the directorate, and the Council to deliver our corporate objectives.  To be responsible for implementing corporate initiatives and ensure they are embedded in the service(s).  Contribute to the overall management of the division, including deputising for the Head of Service as required.  Attend committees, working parties and other meetings as required, including weekend and evening work from time to time. |

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| **Standard Duties:** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies. |
| 3. | To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda. |
| 4. | To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role. |
| 5. | Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**  Contacts are employees of the service, the division, the Council, partners, trade union representatives, elected Members, inspectors, external organisations and the public |

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| Relationship To Other Posts In The Directorate : | |
| **Responsible to:** | Divisional Manageras line manager. In addition directly to Director and Members as appropriate |
| **Responsible for:** | Staff in the Capital Projects/Town Centre Regeneration team |

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| **Special Conditions:**   * Car User Allowance |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | April 2019 | Roger Frith | Head of Regeneration and Capital Projects |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Team Leader – Town Centre Masterplan

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Evidence of continued professional, managerial and personal development  Degree and/or equivalent Professional Qualification in regeneration related subject, e.g. Planning, Housing, Environment or Economic Development | Chartered Membership of an appropriate institution  Postgraduate qualification in a related subject, e.g. community engagement, public realm, urban management or planning  Leadership or Management Qualification | AF / I  AF / I  AF / I |
| **Experience** | Experience of motivating and managing a team, including change management, having input into organisational development programmes and effective working with staff, trade unions and other stakeholders  A proven record of establishing a positive performance culture that has delivered effective performance and continuous service improvement  Experience of the management of major capital projects and programmes, including the management of both internal staff and external project consultants  Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities and assisting with setting budgets  Experience of developing and presenting master planning exercises, which are potentially complex, contentious and/or innovative in nature |  | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Able to be creative and think through issues and problems through the use of theoretical, conceptual and technical knowledge to find practical solutions  Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary, engaging with a wide range of internal and external bodies  Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences | Able to use new technologies in improving services, and modernising working processes | AF / I  AF / I  AF / I |
| **Knowledge** | An understanding of the issues and challenges facing the Service both operationally and strategically  Knowledge of key national, regional and sub-regional policy drivers, Legislation and broader influences related to the role  Knowledge of project management techniques and their application in a business context  A clear understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area | Knowledge of private sector regeneration / development companies | AF / I  AF / I  AF / I  AF / I  AF / I |
| Work Circumstances | Able to work flexibly to meet the demands of the service (including evening and weekend as necessary) |  | Interview |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; Po = Portfolio

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**