Principal Regeneration Officer

[5 posts available]

Pay Band O / SCP 44 - 45

Salary of up to £40,057 per annum

Job reference: CVP 357

Contents

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2. The council’s vision and objectives
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Dear Applicant

**Post of Principal Regeneration Officer**

Thank you for your enquiry about the post at Knowsley Metropolitan Borough Council.

Please find enclosed further details about the post and an application form for you to complete and return by **Friday, 02 June 2017**. You can find out more about Knowsley Council from our website at **www.knowsley.gov.uk**.

Interviews are likely to take place week commencing 19 and 26 June 2017. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

The council places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, the council will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact us as soon as possible on telephone number 0151 443 3434. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that the Council will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: **recruitment@knowsley.gov.uk**

I look forward to receiving your application and thank you for your interest in this post.

Yours sincerely

**Jaci Dick**

Jaci Dick  
Human Resources Manager
Our shared vision - to make Knowsley: *The Borough of Choice*

“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”

**Our Council Values**

<table>
<thead>
<tr>
<th>CORE VALUES:</th>
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</thead>
<tbody>
<tr>
<td><strong>Act with integrity</strong></td>
<td><strong>Being accountable</strong></td>
<td><strong>Openness and transparency</strong></td>
<td><strong>Respect for people</strong></td>
</tr>
<tr>
<td>- Demonstrates honesty, reliability and trustworthiness</td>
<td>- Acknowledges responsibility for actions and decisions</td>
<td>- Makes decisions in an open and transparent manner</td>
<td>- Champions equality and diversity with all people at all levels</td>
</tr>
<tr>
<td>- Does the ‘right’ thing</td>
<td>- Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</td>
<td>- Shares information whenever possible</td>
<td>- Treats people in the way they would like to be treated</td>
</tr>
<tr>
<td>- Demonstrates consistency</td>
<td></td>
<td>- Explains when information can’t be shared</td>
<td>- Values people and their contributions</td>
</tr>
<tr>
<td>- Acts according to a consistent set of morals, values and principles at all times</td>
<td></td>
<td>- Is open to new ideas and new ways of working</td>
<td>- Shows consideration for others through thought and action</td>
</tr>
</tbody>
</table>
Purpose of the job

The Major Development Team will provide an enhanced service and dedicated resource to key investors and developers. The team will help accelerate the delivery of housing and economic growth schemes, to deliver innovative solutions that secure delivery whilst proactively helping developers to bring forward stalled schemes.

The Major Development Team will be responsible for the delivery of the Council’s pipeline schemes for housing, transport and economic development and implementation of our three Town Centre masterplans whilst ensuring delivery on our nine sustainable urban extensions. The team will manage and deliver the following major programmes:

- Halsnead Garden Village
- Oakford East of Halewood
- Knowsley Lane
- Shakespeare North
- Kirkby Town Centre Regeneration programme
- Prescot Town Centre Regeneration programme
- Huyton Town Centre Regeneration programme
- North Huyton Revive programme
- Prescot Park Housing sites
- All smaller SUE sites (6 sites)
- Access to Halsnead SIF project
- Prescot connectivity SIF project
- Support to the delivery of External Sif bids (7)

You will be responsible for identifying and securing external funding with particular emphasis on delivering the Single Investment Fund.
You must be solutions focussed, able to problem solve, identify innovative solutions, secure delivery and provide a proactive service that stimulates growth.

This post has a key role in ensuring the accelerated delivery of this agenda in a timely manner to the highest possible standards.

This post will ensure that regeneration projects and programmes facilitate development that provide sustainable communities and deliver the best possible outcomes for existing and future generations of Knowsley.

**Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

**Management**

1. To lead and be responsible for the implementation of specific identified projects or programmes across the Borough in line with the Council's plans, strategies and priorities.

2. To implement the Council's strategy and policy in line with best regeneration practice.

3. To share, embed, maintain and deliver best practice in regeneration strategy and delivery.

4. To provide regeneration expertise and innovative solution based thinking and practice as part of a Multi-disciplinary team with a broad range of expertise; including expertise in one or more of the following areas;
   - Planning
   - Transport
   - Environmental Health
   - Housing Development
   - Legal
   - Financial Management
   - Land Management

5. To ensure that work is carried out in accordance with the Council's standing orders meeting the Council's legal requirements and discharging statutory functions.

6. To lead by example and develop a culture of high productivity, delivery and professionalism.
Programme and Project delivery

7. To develop work plans for the individual projects and programmes for which you will lead, monitor and manage to ensure highest standards of compliance and performance monitoring.

8. To commission, procure and manage staff and multi-disciplinary consultants on a day to day basis, when required.

9. To prepare regular updates and briefings to the Regeneration Board and other appropriate Council and external bodies in respect of regeneration programmes, budgets, outputs and outcomes.

10. To deliver regeneration projects and initiatives using the Council’s established project and programme management systems and reporting procedures.

11. To perform the role of the Council’s principal advisor on specific Regeneration Projects or programmes or in relation to an area of specific expertise at point 4.

12. To keep up to date with best practice in the delivery of regeneration in order to assist the relevant Programme Sponsor and Director.

13. Where instructed to represent the Council in formal negotiations with outside agencies, including solicitors, contractors, multi-disciplinary consultants, other local authorities and government departments on programmes, projects, budgets, outputs and outcomes.

14. To initiate and develop business case proposals (including financial assessments) for regeneration projects that respond to the implementation of Masterplans and Supplementary Planning Documents.

15. To understand the strategic framework, policies, decisions and political objectives behind individual Projects and programmes. To understand the needs and expectations of internal and external customers including service departments and partner organisations. Take responsibility and ownership for all aspects of a project or programme by managing risks, issues, resources, action planning, stakeholders and communications.

Financial Management

16. Take responsibility for the financial management providing regular reporting in line with the Council’s financial and procurement procedure rules.

17. Deliver projects that provide demonstrable value for money and maintain records of financial management that can be used to provide evidence to this effect.
18. To ensure the effective use of Council land and assets that falls within the remit of the individual project or programme.

19. To identify, access and manage appropriate external funding opportunities. This will include producing expressions of interest, writing bids and ensuring compliance and appropriate administration to the fund provider.

Performance

20. Monitor and manage the performance of the regeneration programme and projects assigned to you to ensure timely delivery to cost and quality outcomes.

21. Lead the on-going assessment and reporting of risk and opportunity in respect of allocated regeneration projects and programmes.

22. To be part of a team developing a culture of professionalism, high productivity and managed performance.

Partnerships and Relationships

23. Produce, maintain and implement robust communication plans to serve internal and external process of the Council.

24. Lead and build strong working relationships with all Council services in order to achieve a one Council approach to service delivery.

25. Develop and maintain positive relationships with stakeholders, partners, residents, developers, investors and consultants that generate confidence and respect.

26. Understand and respond appropriately to the priorities of the Council and ensure that your team members are politically sensitive and aware.

27. Establish positive relationships with colleagues across the Council, developing networks and contributing towards a solution focussed, business minded and innovative culture.

28. Understand and manage competing, contentious and conflicting situations in a professional manner and in the context of being mindful of the potential impact on the reputation and business of the Council.

General

29. Attend meetings as necessary at all levels including Members and external organisations including out of normal working hours.

30. Monitor the provision of new technology and equipment taking responsibility for initiating, evaluating and securing changes to improve effectiveness.
31. Implement a highly effective Customer Care attitude to customers, a proactive approach to business opportunities and an awareness of the factors on which the Major development team success depends.

**Health and safety**

32. Monitor and ensure that all duties are carried out by staff with due regard to the provisions of health and safety regulations and legislation.

33. To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities

**Data Protection and Information Security**

34. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.

35. Protect the council’s information assets from unauthorised access, disclosure, modification, destruction or interference.

36. Report actual or potential security incidents.
## Person specification

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential requirements</th>
<th>* M.O.A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills, knowledge, experience etc</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Significant experience of working in regeneration or a similar field at a senior level.</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Proven successful experience of managing large cross cutting programmes or projects to develop infrastructure or regenerate areas</td>
<td>A, I</td>
</tr>
<tr>
<td>3</td>
<td>Experience of facilitating and managing partnerships across a diverse range of functions and stakeholders</td>
<td>A, I</td>
</tr>
<tr>
<td>4</td>
<td>Experience of managing large scale budgets including external funding regimes</td>
<td>A, I</td>
</tr>
<tr>
<td>5</td>
<td>Proven ability to communicate effectively with elected members and a range of partners, stakeholders and the community.</td>
<td>I</td>
</tr>
<tr>
<td>6</td>
<td>Knowledge of the legislative and policy context within which the Major Development Team will deliver.</td>
<td>A, I</td>
</tr>
<tr>
<td>7</td>
<td>Proven experience of initiating, developing, negotiating and managing a diverse portfolio of work.</td>
<td>Test</td>
</tr>
<tr>
<td>8</td>
<td>Ability to commission, appoint, brief and manage a multidisciplinary team of consultants.</td>
<td>A, I</td>
</tr>
<tr>
<td>9</td>
<td>Experience of working as part of a multidisciplinary team in a pressurised environment with limited supervision, to deliver to tight timescales, allocating and prioritising resources.</td>
<td>A, I</td>
</tr>
<tr>
<td>10</td>
<td>Experience of providing technical advice and expertise within one of the following specific specialisms; Planning, Transport, Environmental Health, Housing Development, Legal, Financial, Land management within a programme management environment.</td>
<td>A, I, Test</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Recognised Regeneration or similar technical professional qualification such as in Planning, Transport, Environmental Health, Housing Development, Legal, Financial, Land Management</td>
<td>A, I</td>
</tr>
<tr>
<td>Council</td>
<td>Ability to demonstrate continued professional development</td>
<td>A</td>
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<td>---------</td>
<td>---------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>Member of a relevant professional body</td>
<td>A</td>
</tr>
<tr>
<td>Health and safety</td>
<td>Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities</td>
<td>A, I</td>
</tr>
<tr>
<td>Personal attributes and circumstances</td>
<td>Time management and personal organisational skills</td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td>Political awareness</td>
<td>Test</td>
</tr>
</tbody>
</table>

*Method of assessment (*M.O.A)*

A = Application form  
C = Certificate  
E = Exercise  
I = Interview  
P = Presentation  
T = Test  
AC = Assessment centre

<table>
<thead>
<tr>
<th>Date</th>
<th>Approved by authorised manager</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2017</td>
<td>Lisa Harris</td>
<td>AED (Regeneration and Housing)</td>
</tr>
</tbody>
</table>

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet all the necessary criteria of the person specification.
## Conditions of Service

<table>
<thead>
<tr>
<th><strong>Post</strong></th>
<th>Principal Regeneration Officer  [5 posts available]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment status</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>Pay Band O / SCP 44 - 45</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td>The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>36 hours per week</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>£39,177 to £40,057 per annum</td>
</tr>
<tr>
<td><strong>Basic annual leave</strong></td>
<td>194.4 hours per annum</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>The Council is a recognised 'Investor in People' and encourages training and development for all employees.</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>You will automatically be entered into the Local Government Pension Scheme and will pay the relevant contributions with immediate effect. If, however, you wish to opt out of the scheme, you may do so by downloading an 'opt out' form from <a href="http://www.mpfmembers.org.uk/ae">www.mpfmembers.org.uk/ae</a> or by contacting Merseyside Pension Fund on telephone number 0151 242 1397. If you opt out of the scheme, you will be automatically enrolled back into the scheme after 12 months if you meet the automatic enrolment criteria.</td>
</tr>
<tr>
<td><strong>Childcare vouchers</strong></td>
<td>The Council is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.</td>
</tr>
<tr>
<td><strong>Car status</strong></td>
<td>Casual</td>
</tr>
</tbody>
</table>
Pension contribution rates

The table below sets out the contribution bands which will be effective from 1 April 2017. These are based on the pay bands for 2017/18, with the result rounded down to the nearest £100.

<table>
<thead>
<tr>
<th>Earnings Band Range</th>
<th>Contribution rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>£0 to £13,700</td>
<td>5.5%</td>
</tr>
<tr>
<td>£13,701 to £21,400</td>
<td>5.8%</td>
</tr>
<tr>
<td>£21,401 to £34,700</td>
<td>6.5%</td>
</tr>
<tr>
<td>£34,701 to £43,900</td>
<td>6.8%</td>
</tr>
<tr>
<td>£43,901 to £61,300</td>
<td>8.5%</td>
</tr>
<tr>
<td>£61,301 to £86,800</td>
<td>9.9%</td>
</tr>
<tr>
<td>£86,801 to £102,200</td>
<td>10.5%</td>
</tr>
<tr>
<td>£102,201 to £153,300</td>
<td>11.4%</td>
</tr>
<tr>
<td>More than £153,300</td>
<td>12.5%</td>
</tr>
</tbody>
</table>

The pay ranges in the **Contribution rate** column of the table is increased on the 1st of April each year by applying the rate of pension increase applied to public sector pensions on the 1st of April that year and rounded down to the nearest £100.

If an active member has a permanent material change to his or her terms and conditions of employment which affects his or her pensionable pay, the employer may determine a different contribution rate to reflect that new annual pensionable pay. This can be either an increase or a decrease.
**Exempted posts – Disclosure & Barring Service (DBS) disclosure**

Knowsley Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a ‘disclosure’ check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour would not necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

If you are in doubt about what you should declare, you can ask advice from a member of the Human Resources Division 0151 443 3434.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

**Safeguarding**

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline
Equality and Diversity sub groups

Knowsley Council has six established sub groups to support the equality and diversity agenda, details below.

The groups are supported by the Community Cohesion Manager, Paul Peng who can be contacted on 443 3073.

Knowsley Black and Minority Workers’ Group (KBMWG)

The group’s vision is to ‘promote respect and value diverse cultures within Knowsley’, and they are committed to challenging all forms of discrimination, racial harassment and bullying to promote race equality in employment and in the delivery of services. Through development days, members of the KBMWG have established and discussed terms of reference and decided on ways to be involved with the council corporately.

Disability workers’ group

This group meet to discuss issues surrounding disability within Knowsley. The council recognises that people are disabled by society and not their impairment.

The group advises on all policy and procedure. They also provide a networking opportunity across the groups to discuss common issues and link with similar employee forums in other local authorities.

Knowsley Carers Forum

The group provides drop-in sessions for people who are carers. More and more of our workforce are juggling work and caring for someone they love. This can be a difficult time. The group aims to offer information and support.

Knowsley Lesbian, Gay, Bisexual and Transgender Forum

The group aims to promote the council positively as an employer which is supportive of the LGBT workforce, as well as promoting LGBT within the larger community.

It acts as a consultation forum on new and existing policies and strategies and participates within equality impact assessment processes with the view to improving and influencing change. Through the group there is a robust and systematic process for exchanging ideas, problem solving and information sharing, this then raises awareness and reduces discrimination within the workplace.
Knowsley Multi-Faith and Belief Group

The group is a welcoming and caring community of people who value faith and belief in the workplace, and meet to explore and express these values and provide opportunities for others to do so.

Our aims are to:
- Celebrate and increase the appreciation of faith and belief in the workplace.
- Offer support and community to colleagues who have a personal faith or who are seeking to explore their beliefs.
- Challenge prejudice and inappropriate behaviour in relation to faith and belief in the workplace, where necessary.

Women's operational workers’ group

The group's primary focus is the consideration of women’s equality issues relative to every aspect of employment and service delivery. As with the other groups, there will be representation at the Equality Directorate Implementation Group which then feeds into the Corporate Equality and Diversity Strategy Group meetings. The advice and guidance which this forum is anticipated to contribute will be a valuable asset to the Equality and Diversity agenda of Knowsley Council, particularly as women make up 63.9% of the total workforce.

Equality and diversity information is available to view on [http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx](http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx)