Bromsgrove District Council and Redditch Borough Council

Job Description and Person Specification

Job Title:	**Assistant Director Regeneration and Property Services**
Department:	**Economic Development, Regeneration and Property Services**
Grade:	**HoS2 Grade (Subject to JE)**
Salary:	**£87,877 - £91,383**
Responsible to:	**Executive Director**
Responsible for:	**Regeneration Project Delivery Managers** **Business Growth Manager** **Towns and Centres Manager** **Property and Asset Services Manager**

Purpose of the Role

To lead and manage the economic development and regeneration functions across the Bromsgrove District Council and Redditch Borough Council (BDC/RBC) areas.

To lead and manage the public and commercial buildings and asset functions across the BDC/RBC areas.

To champion the Bromsgrove and Redditch areas as a highly desirable locations for national and international investment.

To develop, lead, and shape the Councils Strategic Economic Development and Regeneration Plan.

To oversee the delivery of the Councils wider Strategic development programme and leveraging investment from private and public sources and ensuring the right infrastructure is in place to deliver the Council's growth ambitions.

To lead the Council's strategic asset management function, ensuring the public buildings and commercial property portfolio is aligned to the needs of the Councils and Bromsgrove and Redditch communities, in terms of service delivery and financial drivers (e.g. capital receipts, income generation, etc.).

To ensure that the councils' public and commercial buildings and assets are maintained to high and compliant standards and work with internal and external customers to ensure that priorities are established, and budgets managed effectively.

Provide strategic leadership to the capital programme and ensure it is managed and controlled effectively in order to achieve its intended benefits and that is delivered within budget. Report and advise on associated progress, risks and issues at strategic leadership level.

As assistant director, drive strategic and operational improvements in estates and asset management.

Purpose of the Role

To provide strategic leadership and work collaboratively to lead and embed a performance focused culture to deliver high quality outcomes.

Provide strong, effective leadership and management of the Regeneration and Property Services Team comprising Regeneration, Economic Development, Town Centre Management, Public and Commercial Building/Assets Services (including Car Parking and On-Street Parking Enforcement) and Facilities Management.

To communicate a compelling vision to key stakeholders internally and externally and find creative solutions to achieve outcomes in the best interests of the two Councils and the communities across BDC/RBC areas.

Lead engagement with Government, regional bodies, funding agencies, developers and, including business sectors, to develop partnerships and facilitate the achievement of strategic objectives relating to economic growth and regeneration.

To lead and ensure delivery of the BDC/RBC government and regionally funded regeneration programme and other regeneration programmes within the two Council areas.

To lead and ensure delivery of economic development priorities across the BDC/RBC areas.

To lead and ensure delivery of the Corporate Landlord function (none HRA), providing an efficient and effective customer-focused service to external and internal clients.

To be accountable for and manage BDC/RBCs public and commercial buildings / assets portfolio providing regular financial and performance management reports.

To Ensure full statutory compliance across the service area including CDM Regulations for all work qualifying activities.

To contribute to the leadership and management of the Councils as an active member of the Corporate Management Team ensuring that there is strategic coherence and effective prioritisation in delivering the strategic ambition of the Councils.

To ensure effective liaison, collaboration and communication with customers and colleagues about repair and maintenance operations.

Main Duties and Responsibilities

Regeneration

Act as an ambassador for the Councils, working with and alongside a range of stakeholders and partners to ensure the effective delivery of high-quality investment and regeneration strategies, including Central Government and the West Midlands Combined Authority.

To ensure the effective delivery of the LUF funded regeneration project in Bromsgrove and the Towns Fund regeneration Project in Redditch and other government or regionally funded projects in the future.

To ensure the delivery of other Council funded regeneration projects across the Redditch and Bromsgrove areas.

Develop and maintain relationships with Elected Members to ensure that they are informed and involved in relation to regeneration, investment and other activities and plans across the service.

Drive a commercial approach to the delivery of regeneration for Bromsgrove and Redditch.

Own the strategic relationships for ensuring effective local, regional, national partnerships are in place – ensuring relevant lobbying and persuading for funds and opportunities for the BDC/RBC areas.

Maximise the use of the Council's assets and estate to achieve growth and regeneration ambitions and plans.

Wider Economic Development

Drive forward a range of initiatives and projects that stimulate local business sectors working with a range of organisations at local, regional and national level.

Challenge conventional local government approaches to enable the organisation to drive new opportunities for regeneration and growth.

Develop a partnership approach with local schools, colleges and other providers and the business community to improve the employment skills of young people and other residents across Redditch and Bromsgrove.

Build, develop and engage with residents, partners and businesses to achieve buy in and collaboration in the Growth agenda across the BDC and RBC areas to maximise outcomes.

Work collaboratively with external partners and stakeholders to develop the Two Councils economies across a range of activities including employment, tourism, town, district and village centre revitalisation, new business opportunity and associated infrastructure, to support sustainable communities.

To ensure that the local plans include policies and the ambition required to promote economic growth in the two Council areas.

To ensure the effective management and promotion of the town, district and village centres across the BDC and RBC areas.

Property Services

Ensure the effective asset management of Bromsgrove DC or Redditch BC owned properties. This will include delivery of a diverse range of property projects that achieve regeneration, re-investment and/or income generation objectives in line with the Asset Management plan, the Asset Investment Strategy and/or the regeneration programmes.

Ensure the provision of an efficient and customer-focused Facilities Management and Public /Commercial Property Maintenance service across the two council areas.

Ensure the delivery of development of identified sites across the two Council areas.

Ensure the team undertake financial viability appraisals and other valuations needed to appraise development opportunities, disposal, and investment opportunities (including, where appropriate, instructing and consulting with appointed consultants).

Ensure the delivery of the annual capital works programme on time, to the requisite quality and on budget.

Ensure that appropriate records and systems are in place to effectively manage data and the administration of BDC/RBC's Property Records including upkeep of the property database, stock condition surveys and statutory compliance responsibilities.

To continuously improve and reduce environmental impact whilst undertaking repair and maintenance operations, by using environmentally sustainable products and processes.

To drive for and deliver Value for Money through all areas of asset operations and procurement.

To develop, manage and deliver the Council's approach to surplus assets.

To be accountable for the Council's Asset Register, ensuring the information is complete, accurate and compliant with legal and audit requirements.

To be responsible for the two Councils Car Parks and on-Street Enforcement including strategy, contracts/SLAs and the management of the car parking infrastructure.

To manage the Engineering and Design and Minor Works Team.

To manage the facilities management team responsible for council owned buildings managed by the Property Services Team.

To develop, update and maintain health and safety policies and safe methods of work and ensure that these practices are followed throughout all construction and maintenance activities.

General Duties

Be responsible for the budgets associated with this service ensuring timely and effective spend, management and reporting.

Manage the team who report to this post and provide wider leadership as a senior manager at the two Councils.

To be a member of Corporate Management Team (CMT) and drive significant cultural change.

To be on the two Councils Duty Incident Response Officer rota.

To ensure efficiency, effectiveness and equality in service delivery.

To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.

To reflect the Council's core values and objectives in undertaking the duties of this post.

To provide outstanding customer services to all customers, colleagues, elected Members etc. In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.

To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council's Health and Safety Policy Statement.

To ensure that Health, Wellbeing and Safety policies and procedures are embedded and adhered to, to deliver effective and safe services and operations.

To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.

To undertake such other reasonable duties as may be requested.

To ensure that the Councils strategic purposes and agreed priorities are met.

Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

1 – Application form
2 – Interview
3 – Exercise (eg psychometric, case study, presentation etc)
4 – Evidence (eg certificate, membership card, course registration etc)

Knowledge and Experience

	Knowledge and Experience	Essential / Desirable	To Be Assessed By
1.	An in-depth knowledge and senior management experience management experience leading and developing high performing multi–disciplinary professional teams.	E	
2.	Proven people management skills with the ability to inspire and provide direction and support promoting a “can do” attitude and an environment of creativity and innovation.	E	
3.	Relevant post professional experience of managing Economic Development and Regeneration Projects.	E	
4.	A high-level understanding of the public sector within the context of national policy around public services and their impact on the community and the implications for planning and service delivery	E	
5.	Proven Strategic and operational management and leadership of a range of services in a complex and fast changing organisation focussed on customers and the community.	E	
6.	Experience of working in a political environment with an ability to work effectively with elected members.	E	
7.	Experience of delivering major regeneration projects.	E	
8.	Experience of Programme and Project Management	E	
9.	Proven experience of managing estates and asset management services in a complex environment.	D	
10.	Experience of asset acquisition and disposal.	D	
11.	A track record of delivering tangible and innovative projects that attract inward investment, create jobs or add economic growth.	D	
12.	A track record of building successful partnerships to deliver real economic development and/or regeneration projects.	E	

13.	Experience of working in a local authority or similar public body.	D	
14.	Experience of managing significant capital and revenue budgets	E	
15.	Ability to work proactively with fully delegated authority to use principles and seasoned judgement to deal with complex issues without referral, for example resolution of complex service issues.	E	

Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Relevant professional qualification or equivalent demonstrable vocational experience and evidence of continuing professional development	E	
2.	A recognised Management qualification	E	
3.	Membership of a relevant professional body and/or an appropriate professional qualification e.g. MRICS.	D	
4.	A recognised qualification in project management	E	

Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Demonstratable Enhanced negotiating Skills.	E	
2.	Ability to work under pressure to meet deadlines.	E	
3.	An understanding of planning Policy and local development frameworks.	D	
4.	Detailed, in-depth understanding and track record of the asset management agenda for local authorities and an ability to understand and deliver against a Council's ambitions and priorities.	E	
5.	Proven experience of leading on corporate projects and initiatives that cross service boundaries, acting as 'relationship manager' for key external partners, recognising potential problem areas and finding solutions, identifying and implementing effective 'joined-up' solutions and approaches to meet our organisation's vision and values.	E	
6.	Experience of having worked at a senior level in a multi-stakeholder environment and of working closely and effectively with partner organisations and other external stakeholders to promote and further strategic priorities.	E	
7.	Excellent communication skills with the ability to	E	

	influence, negotiate and establish credibility to represent the County Council and enhance its reputation and form positive relationships with external partners and elected members.		
8.	Ability to delegate responsibility and provide constructive feedback and coaching to individuals.	E	
9.	Ability to maintain a customer-focused approach, building working partnerships with others to foster effective joint working, based on collaboration and cooperation to deliver “joined up” services or programmes.	E	
10.	Ability to recognise where change is needed, to embrace and create an enthusiasm for change and to work effectively with others to develop creative, innovative and customer-focused solutions.	E	
11.	Experience of the management of change in a customer focused environment	E	
12.	A Clear commitment to continual professional development.	E	
13.	Must have Strong political awareness reflecting the responsibilities of this post responding to Members of the two (sovereign) Authorities.	E	
14.	Excellent verbal, written and comprehension skills e.g. ability to write complex, but cogent reports in plain English, give advice at all levels on complex matters.	E	
15.	Flexibility to attend out of hours committee and other public or business meetings.	E	
16.	Hold a full UK driving Licence and have access to a car for work purposes.	E	