

Job Context

Job Title:	Economic and Regeneration Projects Lead
Section:	Economic Development and Regeneration
Reporting To:	Dual reporting to Economic Development and Regeneration Managers
Salary Band:	3c
Post Number:	SEL0162

This job context document sets out the specific requirements for the Economic and Regeneration Projects Lead role. This should be read in conjunction with the Job Role Specification linked to the appropriate salary band.

Job Context

Selby District Council's vision is to make the District a great place and to deliver this by focusing on 3 key priorities: to do business, to enjoy life and to make a difference. This will be supported by Selby District Council delivering great value to residents across the District.

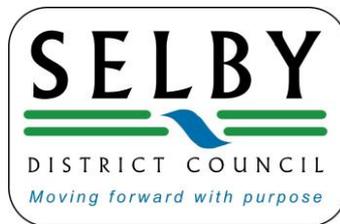
To achieve those priorities, we will support and encourage economic growth, and drive new investment into the District, work in a mixed economy model – with a wide range of partners to develop workforce skills and employment opportunities, improve our supply of housing and develop our leisure and culture offers.

We believe that our customers should be at the heart of everything we do and want to do everything we can to enable our communities to get involved, working with us to deliver our future priorities and to develop and deliver services.

Selby District Council recognises that people are at the heart of business success. Wherever resource is focussed, regardless of role and contributions, staff will work towards Selby's core values.

Role Specification

As the Economic and Regeneration Projects Lead, you will be responsible for providing essential policy, project management, co-ordination and support for the Council's ambition to become a regional leader in terms of economic growth, regeneration of place and community, achieving shared outcomes and objectives for the Selby District. You will manage and co-ordinate key policies, projects, and partnerships ensuring delivery within agreed budget, time lines and quality standards.



You will:

- Manage a diverse range of projects and partnerships essential to the delivery of the Council's strategic business and community regeneration vision.
- Have a leadership role in creating Project Initiation Documents (PID) to set out each projects key determinants and achieve agreement and sign off from the project's Management Board
- Provide project leadership to ensure all critical gateways are met
- Carry out research and analysis to support project delivery as directed.
- Provide effective data analysis.
- Provide assistance with update and writing of reports including advising of progress, risks and issues.
- Monitor progress on work packages to ensure project requirements and programmes are met.
- Assist/facilitate project team meetings and workshops.
- Prepare project documentation and undertake project planning.
- Work closely with other areas of the organisation to gather information.
- Take the lead on aspects of project work and be responsible for its delivery.
- Carry out any other duties and responsibilities commensurate with the grade of the post.

Additional Qualifications

Essential

- Degree qualification or equivalent.

Additional Experience

Essential

- Back ground and experience of working on Economic Development and Community Regeneration projects
- Project management skills with an understanding of project management tools.
- A proven track record of working to deadlines.
- Ability to read and understand data of various types, analyse and communicate findings.
- Ability to build and maintain relationships with internal and external partners in order to meet objectives.
- Excellent interpersonal, diplomacy and communication skills including the ability to report on progress in writing and verbally.
- Ability to work flexibly as part of a team.
- Good working knowledge of IT.



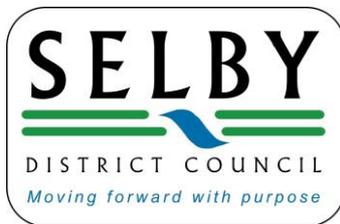
Desirable

- Previous project management/co-ordination experience.
- Experience of working with Microsoft Excel, Visio and Project.

Our Values

<p>Customer Focussed <i>"I'm happy that people get the help they need"</i></p>	<ul style="list-style-type: none"> ✓ We help people to help themselves. ✓ We are there to help those people who can't help themselves. ✓ We take time to listen and learn. ✓ We will always try to do it right first time.
<p>Business-Like <i>"I feel that everything I do at work adds value"</i></p>	<ul style="list-style-type: none"> ✓ We deliver on our promises. ✓ We spend money wisely. ✓ We have the right people doing the right things. ✓ We can't do everything so we are honest and open about our priorities.
<p>One Team Selby <i>"I feel I am an important part of something bigger"</i></p>	<ul style="list-style-type: none"> ✓ We all pull together for the good of the District. ✓ We bring the right people together to do what they are good at. ✓ We build strong relationships with our partners and communities.
<p>Flexible <i>"I feel energized and positive about change"</i></p>	<ul style="list-style-type: none"> ✓ We are open to change and up for a challenge. ✓ We're willing to have a go and show what we can do. ✓ We're ready to set the pace and build momentum. ✓ We can adapt quickly to meet new priorities.
<p>Forward Thinking <i>"I feel encouraged to come up with new ideas and that I am listened to"</i></p>	<ul style="list-style-type: none"> ✓ We are open to trying new things and learning from the results. ✓ We're willing to take some risks. ✓ We are always thinking ahead and looking for new opportunities.
<p>Trustworthy <i>"I am treated fairly and honestly, so that's how I treat others"</i></p>	<ul style="list-style-type: none"> ✓ Each of us takes responsibility for our actions. ✓ We always behave with integrity. ✓ We are honest and open.

Date Completed: March 2019



Job Role Specification

Band 3c

Reporting To

The relevant line and/or project manager as outlined in the Job Context document.

Job Context

This Job Role Specification should be read in conjunction with the Job Context document relevant to the post.

Service Area

The postholder will be expected to work across the organisation.

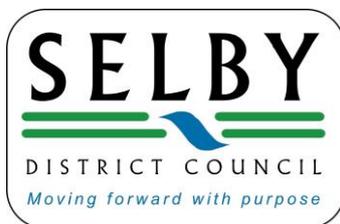
Key Elements of the Job Role

- The post entails ensuring that Selby District Council meets its statutory obligations within the professional discipline as set out in various pieces of legislation.
- Provide appropriate advice, guidance and interpretation of relevant legislation in line with the professional service of the post.
- Provide appropriate supervision, support and guidance to staff and the team to ensure the best possible use of all resources to deliver services efficiently.
- To manage the resources, budgets and performance to meet Business Plan targets and Corporate Strategies.
- To contribute to the efficient operation and management of the organisation.
- Ensure the best possible use of all resources to deliver efficient, effective and innovative services.
- To identify and manage the potential risks.
- The postholder must carry out his/her duties with full regard to the Council's Equal Opportunities Policy.
- The postholder must carry out his/her duties with full regard to the Health & Safety Policy and associated procedures.
- In the event of any civil emergency you may be expected to work outside your normal contracted hours.

Key Outcomes

The key outcomes of the post will be linked to the Business Plan. All outcomes will be determined and agreed with the postholder.

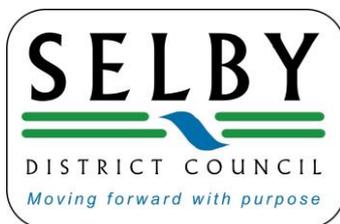
The duties and responsibilities highlighted in this Job Role Specification are indicative and may



vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Requirements of the Post

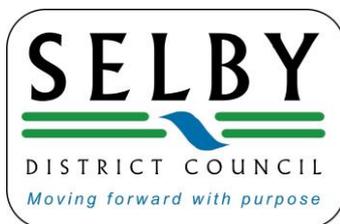
	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Relevant qualification as required or a demonstrable level of experience working at this level. • Additional qualification or training in technical matters. • Education to GCSE grades A*-C or equivalent. 	<ul style="list-style-type: none"> • 'A' level education or equivalent.
Knowledge	<ul style="list-style-type: none"> • Awareness, knowledge and adherence to Information Governance/Data Protection principles. • Awareness and knowledge of Equality legislation. • Awareness and knowledge of Health and Safety legislation. • Awareness and knowledge of Customer Care initiatives. • Awareness of safeguarding responsibilities. 	<ul style="list-style-type: none"> • Knowledge of Local Government.
Experience	<ul style="list-style-type: none"> • Proven technical ability in the professional discipline. • Experience of thinking and acting strategically and advising on policy information. • Experience of leading and motivating team members to achieve goals and service improvements. 	



Competencies

Set out below are the competencies expected to be demonstrated in the post.

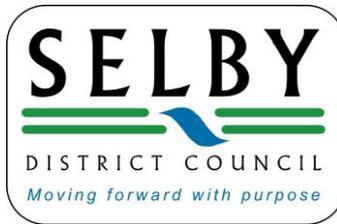
<p><u>Analysis and Use of Information.</u> <i>Assesses and interprets information in order to identify issues or problems.</i></p>	<p><u>Level 4</u></p> <ul style="list-style-type: none"> • Develops new policy and procedures. • Develops ways of applying new knowledge and ensures lesson-learning. • Comprehends the whole life cost cycle, including cost relating to operation of systems and processes. • Identifies trends from complex or conflicting data. • Takes steps to address the root causes of highly complex problems.
<p><u>Decision Making.</u> <i>Considers the information that is available, identifies options and makes timely decisions.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Thinks through the implication of decisions. • Breaks down highly complex information into workable components for others. • Draws together disparate information to resolve problems. • Facilitates others to generate and solve problems. • Empowers others to take creative decisions to meet business needs.
<p><u>Planning & Delivery of Work.</u> <i>Plans and organises work to meet individual, team and organisational objectives whilst achieving quality and value for money.</i></p>	<p><u>Level 4</u></p> <ul style="list-style-type: none"> • Structures business unit to deliver key objectives and obtain and allocate resources. • Sets the agenda for creating policies that are consistent with the principles and mechanisms of accountability. • Leads by example in managing business relationships and project/ programme risks. • Defines a balanced set of targets and measures aligned with delivery plans. • Ensures the principles of corporate risk management are met. • Shows resilience under pressure and does not let setbacks affect performance.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Working with Others.</u> <i>Takes responsibility to build and maintain positive relationships and value the opinion of others.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Informs, consults and influences partners/stakeholders using a range of communication mechanisms. • Engages with relevant experts to gather and evaluate evidence. • Shares and implements good practice with internal and external peers. • Works with senior partners/stakeholders.
<p><u>Communicating with Others.</u> <i>Vary the way you communicate ideas and information ensuring your message is understood.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Varies language and content to ensure understanding of audience. • Facilitates understanding by explanation and example. • Highlights key points for summary from detailed and complex documents. • Meets regularly with partners/customers and staff to understand local needs and raise awareness of products and services.
<p><u>Organisation Awareness.</u> <i>Understands how the job contributes and delivers Access Selby goals in accordance with Access Selby values.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Puts into practice the organisation's core values. • Designs policies that consider the legal and political environment. • Experienced in the strategic environment in which SDC services are delivered. • Anticipates and manages risk and threats to SDC and SDC development. • Understands the local government process, public accountability and the roles of councillors and officers.
<p><u>Managing Change.</u> <i>Supports opportunities for positive change and actively looks for ways to improve.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Encourages team members to embrace and contribute to change. • Presents the business need for change and can focus others on the positive aspects. • Enables others to implement change. • Anticipates obstacles to change.



Competencies

Set out below are the competencies expected to be demonstrated in the post.

<p><u>Continual Improvement.</u> <i>Continually looks to improve skills, knowledge and the way you work.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Describes what the future looks like in terms of service improvements and modernisation. • Motivates others to improve and develop their performance. • Sets smart targets for teams and team members and evaluates them. • Constructively challenges existing strategies.
<p><u>Leadership.</u> <i>The ability to influence, motivate and inspire others to achieve a vision.</i></p>	<p><u>Level 3</u></p> <ul style="list-style-type: none"> • Drives improvement through performance management. • Sets realistic, but challenging performance targets for the business and team members. • Agrees implementation plans with scheduled actions and accountabilities and performance criteria. • Keeps others informed of all changes and decisions that affect their work. • Monitors and reviews progress of the business and team regularly adjusting plans accordingly.

Date Completed: March 2019