

**Post Title: Strategic Regeneration Coordinator (Temporary 2 years)**  
**Grade: To be evaluated**

### **Job Purpose**

The Strategic Regeneration Coordinator role will lead and coordinate the successful delivery of a large number of significant regeneration projects and support the Corporate Director for Development and Growth in delivering the wider development agenda across the city. These projects must be delivered in such a way that secures the maximum development and regeneration advantage to the City.

Nottingham's Leaders ensure their services are effectively and efficiently managed to secure the best outcomes for citizens. You will provide strategic contribution to the fulfilment of corporate priorities and objectives through visionary leadership and management, continual improvement, maximising performance and tackling underperformance and ensuring that your services are reflective of customer need and demonstrate value for money.

Nottingham Leaders are passionate and committed to improving outcomes for Nottingham, its citizens, environment and reputation. They instil a 'One Nottingham, One Council, One Purpose' approach and ensure "Citizens are at the Heart" of everything they do.

### **Key Responsibilities**

The Strategic Regeneration Coordinator is responsible for ensuring the successful management and delivery of several large scale regeneration projects and programmes which align to the strategic outcomes and objectives of the Council and deliver evidenced benefits for the citizens of Nottingham City. The Post holder will manage a small core team directly, and effectively pull together a range of wider multidisciplinary coordinated resources in programme and project teams, to successfully deliver.

### **Key strategic priorities**

1. To progress the Council's strategic development projects and programmes to completion, on budget, within specified timescales and achieve agreed outcomes.
2. To work with Councillors, Chief Executive, Corporate Director and Director colleagues to lead and coordinate a coherent strategic regeneration programme, ensuring that direction and support is available to all parties involved in the strategic regeneration board.
3. To provide advice to the Chief Executive, Corporate Leadership Team, Executive and Portfolio Holders on the viability of a large number of regeneration projects, supporting the Corporate Director for Development and Growth to scope and commission activity, working with and reporting to leadership programme boards.
4. To ensure optimal development deals are secured and progressed to closure
5. To turn scheme concepts and outline funding into projects in construction with appropriate supporting project resources in place, ensuring timely adherence with all Gateway Procedures and Processes, and within an agreed Capital Programme.
6. To lead delivery management across concurrent/ interdependent projects / programmes with accountability for timescales and resources and ensuring the Corporate Leadership Team and Chief Executive are apprised of progress.

7. To manage key and emerging strategic risks facing the Council's regeneration portfolio, ensuring engagement with external and internal stakeholders, to agree risk management strategy, mitigation and recovery.
8. To effectively manage scheme development and contracts and establish programme governance arrangements by ensuring programmes are managed to appropriate quality and performance against agreed milestones.
9. To establish and manage successful relationships at a senior level with strategic partners, Government agencies, external developers and contractors to achieve the desired programme outcomes and benefits for the Council and the citizens of the City
10. Lead and develop staff within the service to ensure that they:
  - Establish effective management of the service
  - Deliver their agreed targets
  - Work in a corporate and co-operative way with all stakeholders

### **Key generic responsibilities**

#### **Leads by Example**

1. To inspire and motivate colleagues, demonstrating passion and commitment to improving outcomes for Nottingham, by setting a clear strategic direction for the service and ensuring the vision is translated into business and service planning and clear objectives and outcomes.

#### **Manages People**

2. To take ultimate accountability for the performance of the service, driving performance and improvement by tackling underperformance and mediocrity and holding people to account, whilst ensuring high performance is matched with reward, recognition and incentives. Providing a coaching and learning environment and ensuring that talent identification is a priority and strategies are in place to manage and build a diverse talent pool.

#### **Works Collaboratively**

3. To work closely with citizens and key partners towards finding shared Council, city and regional solutions, building a network of internal and political support to influence and drive change.

#### **Delivers Results**

4. To demonstrate a relentless drive for efficiency, improvement and value for money, leading and embedding a culture of execution and disciplined focus on outcomes, establishing appropriately rigorous systems of scrutiny, review and performance monitoring without putting in place unnecessary barriers to organisational pace and outcome delivery.
5. To drive new bold and radical ways of doing business, benchmarking performance against wider sectors and standards of excellence, ensuring all decisions and plans are based on sound business cases to deliver Council priorities and realising city outcomes.

#### **Ensures Citizens are At The Heart of Everything We Do**

6. To set the highest standard of customer service, rigorously monitoring processes and practices, ensuring that citizens and customers are engaged and involved in shaping services and seeking regular feedback to ensure continual improvement.

**Other duties**

7. To ensure that services within your remit comply with relevant Council Policies and professional Codes of Practice.
8. To support the City Council's emergency planning, critical incident and service response arrangements through participation in out-of-hours call out and management cover.

## Person Specification– Strategic Regeneration Coordinator

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT				
		P	A	T	I	D
<b>1. Technical requirements</b>	Proven track record in strategic development funding and contractor negotiations		✓		✓	
	Experience of successful negotiation at senior level in contractual and procurement matters		✓		✓	
	Proven track record in managing a portfolio of complex and varied programmes simultaneously, on budget and to specified timescales		✓	✓	✓	
	Experience of devising and implementing successful strategies to recover strategic projects/ programmes in difficulty					
<b>2. Work to promote mutual respect and good relations</b>	Able to provide a service to a diverse range of service users, partner organisations and staff to promote good relations and equality		✓	✓	✓	
	Sophisticated understanding of equality issues and how they affect different sections of the community				✓	
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes		✓		✓	
<b>3. Qualifications</b>	Formal qualification in Project Management e.g. MSP, Prince2, APM or professional qualification in construction e.g. Chartered Civil Engineer or substantial experience of delivering successful complex projects to time and to cost		✓		✓	
<b>4. Leadership</b>	Proven experience of motivating and developing others		✓		✓	
	Experience of successfully coordinating multiple teams of project resources		✓		✓	
	Experience of working with senior individuals and complex clients with credibility		✓		✓	

<b>5. Performance</b>	Understanding the importance of and commitment to incorporating the public, private and voluntary sectors in service delivery		✓		✓	
	Ability to give clear direction and role model Nottingham City Council's Leadership Competencies		✓			
	Experience of effectively managing the performance of individuals, teams and services through effective performance management systems		✓			
	Ability to manage finance and other resources to deliver priorities efficiently		✓		✓	
<b>6. Projects</b>	Ability to establish and develop monitoring systems for the continuous development of people and services				✓	
	Ability to assess risk whilst effectively developing and managing services / strategic priorities		✓			
	Experience of successfully managing a portfolio /range of complex construction projects on time and within budget		✓			
	Ability to critically analyse the business and formulate innovative and practical solutions				✓	
	Ability to overcome barriers to progress		✓		✓	
	Ability to establish, drive and effectively communicate change				✓	
<b>7. Work related circumstances</b>	Ability to work outside normal office hours		✓			
	Ability and willingness to travel both inside and outside the council area as requested		✓			