


## GLPC Job Description

	<b>Job Title</b>	Regeneration Project Manager (Neasden Civic Partnership Programme)
	<b>Directorate</b>	Regeneration
	<b>Department</b>	Neighbourhoods & Regeneration
	<b>Grade</b>	PO7
	<b>Reports to</b>	Head of Regeneration
	<b>Staffing Responsibility</b>	Consultants – Management of multidisciplinary teams, architects, surveyors, transport, planning, cost consultants, commercial and legal advisers. Contractors – small to medium sized build contracts, employers agents.

### Job Purpose:

1. Lead and project manage all aspects of the design, planning and delivery of the Neasden Town Centre Civic Partnership Programme, in partnership with the Greater London Authority, TfL, internal council teams, and local residents, businesses and community stakeholders.
2. Project manage Neasden Town Centre Civic Partnership Programme exemplar Public Realm, Community Programming and Highways projects, and successfully deliver and report all agreed outputs on time, budget and versus the Greater London Authority grant agreement.
3. Procure and manage consultant teams. Manage Neasden Town Centre Civic Partnership Programme budget of Greater London Authority grant, secure Strategic Community Infrastructure Levy match funding, seek to attract new match funding and investment.

### Principal Accountabilities and Responsibilities:

1. Lead and project manage all aspects of the design, planning, delivery, reporting and monitoring of the Neasden Town Centre Civic Partnership Programme (NTCCPP).
2. Drive forward NTCCPP within a strong project management framework, including public engagement, design, planning, procurement, capital delivery of Public Realm, Community Programming and Highways projects to deliver place-based transformational change.
3. Scope, plan, refine and implement detailed NTCCPP individual exemplar project plans aligned with Greater London Authority (GLA) grant agreement objectives and outputs.
4. Design and lead public engagement with local residents, business, ward councillors and community stakeholders, to develop effective partnerships, co-design and deliver NTCCPP exemplar projects and integrated town centre regeneration and placemaking schemes.
5. Procure, appoint and manage professional consultants, including architects, surveyors, technical specialists and building contractors, to deliver the NTCCPP, ensuring value for money and that projects are delivered to contract scope, on time and on budget.
6. Lead and manage internal / external multidisciplinary teams and consultants to design, plan and deliver NTCCPP Public Realm, Community Programming and Highways exemplars.

7. Ensure all relevant project requisite consents are secured, including internal delegated authorities and approvals, planning and building control consents, and third-party agreements, to enable timely delivery of the NTCCPP.
8. Ensure appropriate licence, lease, service level and/or management agreements are in place for any third part use of Council land or assets as part of the NTCCPP.
9. Represent the Council as main point of contact and liaison for NTCCPP with GLA Civic Partnership Programme team
10. Raise awareness of the NTCCPP by use of communications, networking and events.
11. Ensure routine, regular project monitoring and reporting of NTCCPP delivery for all key performance targets and outputs (including on GLA Open Project System) using project management tools, trackers, status reports and risk registers, versus the GLA grant agreement.
12. Ensure all grant funding is drawdown versus the GLA grant agreement, and secure and manage Strategic Community Infrastructure Levy match funding.
13. Ensure effective budget management and that financial system are in place for forecasting, monitoring and managing change, ensuring a viable financial strategy and positive cashflow programme through the lifetime of the NTCCPP projects.
14. Identify opportunities to bid for new match funding and investment and manage bid process.
15. Together with the Head of Regeneration, update Senior Managers, Cabinet Members, Programme and Project Boards as appropriate to ensure delivery of the NTCCPP and minimisation of risks.
16. Promote best practice in Urban Regeneration, Placemaking and Community Engagement, exceptional design quality, supporting Brent Council skills development, championing design and delivering quality at all times on all projects.
17. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
18. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety, and Emergency Planning Awareness (including to provide assistance where available) policies and procedures.
19. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
20. Undertake any other duties agreed with the Head of Regeneration and which are commensurate with the general level of responsibility of this post.
21. Deputise for the Head of Regeneration as required.

<b>DBS Status</b>	N/A
<b>Politically Restricted</b> <i>(delete as appropriate)</i>	Yes

# Person Specification

<p><b>Specify the qualifications essential to the role, experience, skills and abilities required on the basis of the Job Description.</b></p> <p><b>All criteria are essential</b></p>	<p><b>To be identified by:</b>          Application Form(A)          Test/assessment (T)          Interview (I)          (Please indicate all that apply)</p>
<p><b>Qualifications and Professional Membership requirements:</b></p> <ul style="list-style-type: none"> <li>• EITHER a degree or equivalent in property, urban design, planning or other related discipline, OR to be able to demonstrate experience of a similar role.</li> <li>• Evidence of significant relevant Continuous Professional Development</li> </ul>	<p>A, I</p> <p>A, I</p>

<p><b>Knowledge (please specify all essential criteria):</b></p> <ul style="list-style-type: none"> <li>• Established regeneration and project management background</li> <li>• Knowledge of urban regeneration and placemaking, including design, public realm, highways and sustainability issues affecting planning, regeneration, town centres and neighbourhoods in London</li> <li>• Knowledge of project management techniques, including governance, management of dependencies, risk and financial management</li> <li>• Good understanding of local government decision making, current issues and challenges facing local authorities</li> <li>• Good understanding of public engagement and consultation, and the tools available to ensure new regeneration initiatives are successfully co-designed, delivered and integrated within diverse local communities</li> <li>• Good understanding of socioeconomics, urban regeneration, policy issues and challenges within the sector and facing local government</li> <li>• Knowledge of major capital procurement and construction related legal contracts</li> <li>• Knowledge of capital cost plans, financial management of significant capital budgets and grant funding agreements</li> </ul>	<p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p> <p>A, I, T</p>
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<b>Experience (please specify all essential criteria):</b>	
<ul style="list-style-type: none"> <li>• Significant track record of achievement in regeneration, property, economic development or capital projects delivery function in an urban area, within a similarly large and complex organisation</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of successful programme or project management and delivery in a public sector context</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience with multi-disciplinary design and delivery of projects for urban regeneration and placemaking, town centres, highways, public realm and community facilities in complex urban environments.</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of partnership working with the public, private, voluntary &amp; statutory agencies, stakeholder management and public consultations</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of public engagement and co-designed development and delivery of regeneration projects integrated within diverse communities</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of funding bid writing, grant agreements, development of tender briefs, project plans, contracts and contract management</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of local government procurement and managing construction related contracts for major capital projects</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience managing significant capital budgets and grant funding agreements in a regeneration / economic development context</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Experience of local government decision making, writing complex reports, current issues and challenges facing local authorities</li> </ul>	A, I

<b>Skills and abilities (please specify all essential criteria):</b>	
<ul style="list-style-type: none"> <li>• Ability to manage people, performance and budgets in pursuit of the delivery of major regeneration and placemaking projects</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Leadership skills, including the ability to establish and maintain constructive relationships with a wide range partners and stakeholders, and to work collaboratively with internal staff and external consultants</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Management skills, including management of staff, consultants, work planning, effective delegation, contract and performance management</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Strong project management skills, to scope, plan, execute and deliver projects, manage dependencies, risks and issues, and work to agreed governance, scope, time, quality, budget arrangements and tolerances</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Public procurement, contract and performance management for major capital projects, including relevant professional services</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Management of multidisciplinary project teams, including ability to effectively work with professionals from other disciplines and broker discussions on measures that will overcome barriers to project delivery</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Excellent public presentation, engagement and consultation skills</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Partnership working, stakeholder management, networking and events</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Strong financial and budget management, forecasting and monitoring</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to undertake concept development work, options appraisals, write business cases and funding bids for new regeneration initiatives</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Ability to analyse complex data to inform project development</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Communication and influencing skills, with the proven ability to convey complex propositions effectively to Senior Managers, Members and external partners</li> </ul>	A, I
<ul style="list-style-type: none"> <li>• Good market awareness</li> </ul>	A, I

**List desirable criteria:**

- Relevant professional qualification and/or project management qualification or certification (APM or Prince2 Practitioner)

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