

JOB DESCRIPTION



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| DIRECTORATE | Place and Climate Control |
| SERVICE | Regeneration and Housing |
| POST NUMBER | TBC |
| POST TITLE | Regeneration Officer full time for 18 months |
| POST GRADE | Local Salary Scale 6 |
| CONDITIONS OF SERVICE | National Joint Council (NJC) for Local Government Services as amended locally |
| RESPONSIBLE TO | Regeneration Manager |
| RESPONSIBLE FOR | No supervisory responsibility |

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| JOB PURPOSE | To support and help realise regeneration projects which fit with the Council objectives. |
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| MAIN AREAS OF WORK | |
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| 1 | To support the Principal Regeneration Officer in the development and implementation of the Council's Regeneration Strategy. |
| 2 | To contribute to the development and delivery of regeneration projects, ensuring their alignment to development goals as per the strategy. |
| 3 | To help deliver, and complete, with appropriate exit strategies, projects that have been identified as supporting service plan objectives. |
| 4 | To work across all areas of regeneration including economic development, skills development, cultural regeneration and tourism. |
| 5 | To work with and support community groups, local partners, neighbouring local authorities and stakeholders in developing activity with Rother. |
| 6 | To collect data and monitor information relating to the work of the service. This includes generating reports, collating and mapping data to inform thinking and clearly identify trends. Undertake research as required. |
| 7 | To be able to write and present reports to Council committees. |
| 8 | To be able to respond to new grant funding opportunities with regeneration-based funding bids supporting strategic objectives. |
| 9 | To develop effective working relationships with businesses across the District. |
| 10 | When required, to represent the regeneration team at project events and meetings when necessary. |
| 11 | To assist in the profile and presentation of regeneration activity in Rother and to co-ordinate initiatives in marketing, promotion, management and training for organisations. |
| 12 | Cooperate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual. |
| 13 | To undertake any other duties for which the postholder is competent which the Director of Place and Climate Change considers necessary for the effective and efficient delivery of the Council's services. |

PERSON SPECIFICATION



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| POST TITLE | Regeneration Officer | |
| DIRECTORATE | Place and Climate Control | |
| SERVICE | Acquisitions, Transformation and Regeneration | |
| POST GRADE | Local Salary Scale 4-6 | |
| | Essential | Desirable |
| Qualifications | | |
| Good all round level of education | X | |
| Degree level or equivalent qualification, preferably in a related field and evidence of CPD | | X |
| Experience | | |
| Experience in regeneration, business growth and / or economic development | X | |
| Experience in tourism, culture and / or marketing | | X |
| Experience in developing, implementing and completing projects | X | |
| Analysing performance and other data | | X |
| Budgeting and financial management | | X |
| Skills and Abilities | | |
| Effective business and project planning | | X |
| Excellent interpersonal skills – ability to communicate effectively | x | |
| Attention to detail | | X |
| Ability to influence and negotiate | | X |
| Data analysis and intelligence gathering | | X |
| Budget management | | x |
| Time management | | X |
| Basic IT skills (Word, Excel, social media platforms) | | X |
| Training | | |
| Project Management | | X |
| Managing contracts and procurement | | X |
| Marketing | | X |
| MS Office | X | |
| Knowledge | | |
| Understanding of local government environment and legislation | | X |
| Understanding of the local regeneration, tourism & cultural context | | X |

June 2024