# 

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/) | | | | JOB DESCRIPTION | | |
| **Directorate:**  **Finance, Development & Business Services** | | | | Service Area:  Inclusive Growth and Development | | |
| **JOB TITLE: Senior Place Development Officer** | | | | | | |
| **GRADE: O** | | | | | | |
| **REPORTING TO: Place Development Manager** | | | | | | |
| **1.** | **JOB SUMMARY:** To take a lead role in the development and delivery of strategies, plans and interventions to achieve the Council’s priorities for Inclusive growth and development. This includes the identification and initiation of proposals to boost the local economy and to engage collaboratively with key partners to deliver successful economic outcomes. | | | | | |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** | | | | | |
|  | 1. | The post holder is responsible for initiating, defining and managing development schemes, including the identification and management of funding and ensuring required outcomes are delivered. | | | | |
|  | 2. | To play a key role in the Council’s Place Asset Strategy including the strategic coordination of internal partners and stakeholders, the development of opportunities for capital investment, and the commissioning and coordination of external professional consultants and teams to successfully achieve Inclusive Growth outcomes. | | | | |
|  | 3. | To define requirements for economic growth and development projects and to be accountable for the delivery of successful outcomes by operating effectively in the role designated by the Director of Finance, Business and Development Services and through the successful commissioning of appropriate internal or external capacity and capability. | | | | |
|  | 4. | To work collaboratively with internal and external partners to ensure a cohesive and efficient approach to defining, developing and delivering priorities, plans and schemes to successfully achieve Inclusive Growth outcomes | | | | |
|  | 5. | To support the Place Development Manager in the masterplanning of key sites across the Borough including:   * Strategic Housing Areas * Business Park & Industrial Estates * Council Assets | | | | |
|  | 6. | To play a key role in the Borough’s Inward Investment strategy, particularly in the development of direct interventions, visualisations & promotional literature for key sites. | | | | |
|  | 7. | To support the Place Development Manager in the provision of advice, guidance and support to the Planning Services Team on all matters concerning place development, strategic urban design, urban regeneration and development masterplanning. | | | | |
|  | 8. | To support the Place Development Manager in liaising with Public Health on the Healthy Places initiative. | | | | |
|  | 9. | To maintain awareness of funding opportunities and to oversee and prepare bids for external funding for projects as relevant | | | | |
|  | 10. | To manage all project activity within defined governance arrangements and ensure that best practice is maintained through all aspects of delivery, review, consultation and communication. | | | | |
|  | 11. | To support the Place Development Manager on strategic issues with Members and prepare reports to Cabinet, Council and committees as required | | | | |
|  | 12. | To support the wider economic growth & development role of the service, Council and Tees Valley Combined Authority, to be successful. | | | | |
|  | 13. | To actively collaborate with others including other Council services, partner agencies, government bodies, the private sector and other relevant organisations as required. | | | | |
|  | 14. | To lead in the preparation and presenting of reports to Management, Cabinet, committees and boards as required | | | | |
|  | 15. | To supervise staff and support their training and development and undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post. | | | | |
|  | 16. | To have a sound knowledge of statutory powers and guidelines governing your work area | | | | |
|  | 17. | To deputise for the Place Development Manager as required. | | | | |
|  | 18. | To undertake such other duties and responsibilities commensurate with the grading and nature of the post | | | | |
| **3.** | **GENERAL** | | | | | |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. | | | | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | | | | | | |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.  **Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.  **Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development  **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.  **Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. | | | | | | |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.  **Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | | | | | |
|  | | | Name: | | Signature: | Date |
| Job Description written by: (Manager) | | | Antony Phillips | |  | 25/02/21 |
| Job Description agreed by: (Post holder) | | | ….................………… | | ….................……… | …............... |

**Job Description dated February 2021**

[Stockton-on-Tees Borough Council](https://www.stockton.gov.uk/)

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Job Title/Grade | **Senior Place Development Officer** | **O** |
| Directorate / Service Area | **Finance, Development & Business Services** | **Inclusive Growth and Development** |
| Post Ref: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications | * Educated to degree level or equivalent in a relevant subject area. * Demonstration of continuous professional development in leadership and management. | * Membership of relevant professional body or equivalent demonstrable level of relevant work related experience. | Application form |
| Experience | Substantial and demonstratable experience of:   * Leading place development activities. * Providing strategic advice on planning policy and/or development control related matters * Managing programmes, projects to successful completion. * Commissioning and coordination of external professional consultants and teams. * Securing project funding from both internal and external funding bodies. * Supervising staff including undertaking appraisals, one to ones, coordinating resource planning and supporting staff development. * Maximising the contribution of team members. * Making presentations in a public setting and at board/committee meetings. * Working in a complex political environment. * Decision making covering complex and varied service issues. * Promoting positive cultural change. * Implementing improvements to services and demonstrating outcomes. * Delivering positive media messages. |  | Application / Interview |
| Knowledge & Skills | * Ability to set and work to deadlines effectively. * Ability to communicate effectively with senior business leaders, agency and partner senior managers. * Ability to lead a team of professional staff engaged in the particular service area for the Authority. * Ability to lead and manage programmes and projects within a structured framework or methodology * Ability to capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements * Ability to work in partnership across the public and private sectors. * Ability to develop and implement service policies and strategies within a political environment. * Ability to demonstrate customer sensitivity and awareness. * Ability to implement policy changes within specified timescales and political and financial constraints. * Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others. * Knowledge of business-related activities. * Good understanding of business needs. * Ability to manage and control budgets. * Familiarity with, and ability to adapt to, Information Technology requirements. * Ability to identify areas of improvement, integration or direction through performance management. * Ability to identify and deliver positive communication messages through a variety of media |  |  |
| Specific behaviours relevant to the post | * Awareness of the wider economic situation, locally and nationally. * Ability to positively promote the Council and the Economic Growth & Development Service. * Ability to think widely and solve complex problems logically. * Ability to communicate both orally and in writing with a wide range of people and organisations. * Confidence to implement innovative solutions and to challenge traditional thinking. * The personal demeanour and credibility, which inspires confidence and motivates colleagues and businesses. * High personal standards and self-discipline in working to deadlines. * The ability to benefit from training relevant to the post. * Highly motivated, energetic, winning, not easily discouraged. * Ability to build positive relationships with businesses. |  | Application / Interview |
| Other requirements | * Must be able to vary working hours to incorporate evening and weekend meetings as required * Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post |  |  |

**Person Specification dated February 2021**