

JOB DESCRIPTION

Post Title: Graduate Regeneration Officer	
Department: Business Growth Infrastructure	Establishment/Post No:
Division/Section: Land & Property	Post Grade: 9 TBC
Location: 3 Knowsley Place Bury / Agile	Post Hours: 37 Hours per week. Flexible working hours.
<p>Purpose and Objectives of Post:</p> <p>Bury Council is commencing recruitment to its dynamic graduate regeneration programme, enabling graduates within the build environment sector to gain first-hand experience in delivering economic growth, unlocking regeneration and assisting the transformation of the councils' operations. The programme is targeted at delivering first-hand experience in property and planning whilst fulfilling the training requirements of the RICS and/or the RTPI assessment of professional competence. Towards the end of the 24-month programme candidates are expected to submit for final assessment.</p> <p>Working collaboratively the BGI directorate, the graduate will assist and play a key role within the Regeneration Major Projects teams, candidates will work on various strategic workstreams within the programmes to deliver a wide ranging of surveying and planning services on a varied portfolio of capital projects, regeneration programmes whilst providing strategic advice and managing the council assets.</p>	
Accountable to: Assistant Director Regeneration Delivery	
Immediately Responsible to: Head of Service or Major Project Manager dependant on assignment	
Immediately Responsible for: n/a	
<p>Special Conditions of Service: Be available to attend meetings and on site in emergencies as necessary outside normal office hours.</p>	

Relationships:

Internal: Officers Bury Council, GMCA, Elected members,

External: Developers, tenants, vendors and purchasers and their professional representatives, statutory and professional bodies and members of the public.

Control of Resources:

Financial: To assist in the control, monitoring and preparation of capital and revenue estimates relating to the disposal and acquisition of the property assets.

Personnel: n/a.

Health & Safety: Ensure that all staff within Asset & Development Property Services comply with health and safety regulations whilst in the office and on site.

ICT: Corporate asset management database/GIS.

Duties & Responsibilities:

1. Support for duties of the Major Projects Managers
2. Attendance of the relevant Regeneration Offices
3. Nominated officer to organise and deliver comprehensive public consultation programmes to support the delivery of capital projects
4. Project management of capital, planning and regeneration project workstreams
5. Contribute to development to strategic asset management plans, options appraisals and feasibility studies for individual sites and larger portfolio
6. Contribute to the tactical direction of delivery of strategic regeneration, housing and employment sites
7. Carry out viability analysis for financial reporting
8. Market vacant land and buildings, analyse offers and negotiate transactions to enhance revenue and deliver capital receipts
9. Built relationships with local stakeholders, investors, developers and statutory agencies
10. Lead workstreams contributing to grant funding applications along with delivering the implementation of the relevant investments

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.

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Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR BUSINESS GROWTH & ONFRASTRUCUTRE

GRADUATE REGENERATION OFFICER

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Relevant degree with a relationship to the built environment or human geography	✓	✓
Good working knowledge of multi-disciplinary estates services		✓
Well organised and able to manage a complex and challenging workload		✓
Good customer relationship management.		✓
Knowledge and understanding of best practice in property /asset management and valuation		✓
Knowledge and understanding of the town planning system in England and Wales		✓
Knowledge and understanding of regeneration funding		✓
Ability to interpret and deliver on client requirements		✓
Understanding of the complex stakeholder environment in which services are to be delivered		✓
Excellent negotiation skills		✓
Good interpersonal skills	✓	
Good written and verbal communication skills.	✓	
Good IT/business skills		✓
Solution and outcome orientated		✓
Motivated	✓	
Commercial skills		✓
Technical skills		✓
Project & Programme delivery		✓
Presentation skills	✓	
Understanding of the complex stakeholder environment in which services are to be delivered		✓

Commitment to CPD (Continuing Professional Development)		
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CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA