

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

## Principal Regeneration Officer (Housing Delivery)

Major Projects and Regeneration, Communities and Opportunities

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

The Major Projects and Regeneration teams sits within the Communities and Opportunities directorate enabling us to work closely with our housing colleagues. The service area is responsible for the delivery of the West Northamptonshire Council Regeneration vision and delivery of major schemes across the local authority area. This includes the development and articulation of the vision and ambition for the Council when it comes to how our places are used, accessed and viewed.

The Principal Regeneration Officer (Housing Delivery) will oversee and deliver complex capital projects including working on a range of housing schemes as allocated by the Head of Major Projects and Regeneration, in consultation with the council's Housing Strategy Team. The role will include all aspects of Project Management and arranging funding agreements, ensuring the timely delivery of the WNC's directly delivered capital projects and procuring development partners/investors for the development sites whilst working with all internal and external stakeholders.

## Accountable to:

This role is accountable to the Head of Major Projects and Regeneration, responsible for the direct line management of a Project Support Officer. The role sits within Major Projects and Regeneration Service, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

## Responsibilities:

1. To provide leadership of development and regeneration activities within the Major Projects Team as a Principal Officer. As an experienced housing delivery professional, you will report and take decisions in conjunction with senior management and undertake the role of Project Manager on housing projects.
2. Taking a leading role in negotiations over housing led regeneration projects with both private stakeholders, and other public sector bodies, work will frequently involve complex and high value transactions.
3. Appropriate reporting to relevant boards, Head of Service, Housing Strategy Team, Senior Officers and Members so they are fully apprised on all aspects of progress, projects and risk.
4. Operational oversight of budgets associated with development and regeneration projects, including taking corrective action where necessary. Personal management of specific budgets where appropriate.
5. Operational oversight of risk and management of those risks associated with the development and regeneration programme of projects.
6. To provide guidance and advice on housing development and regeneration project matters internally within the team, to other teams and externally as required.
7. Contribute towards the delivery of the Council's Housing Strategy and socio-economic objectives and priorities as defined in the Council's Strategic Corporate Plan, Community Strategy and Economic Development Strategy.
8. Positively promote and contribute to health and safety at work. Work and act within the Council's health and safety policies, with due regard for the health, safety and welfare of self, colleagues and the public

in the delivery of services and contribute to improving them. Undertake duties and achieve all responsibilities with respect to aspects of construction health and safety.

9. Ensuring projects meet HRA cash flow and viability hurdle rates, reviewing these through the project where significant changes to costs occur.
10. Providing accurate information to Homes England grant funded scheme, maintaining filing in readiness for Homes England audits where grant is awarded.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(A) Application Form, (T) Test, (I) Interview, (P) Presentation, (D) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
A track record of leadership and management including some or all of the components of this post: ie programme and project delivery, business support, enterprise programmes.	D	A, I
Ability to think and work corporately in support of the Head of Major Projects and Regeneration. With demonstrable skills in motivating and developing "in-house" staff and external consultants and partners.	E	I
A track record of delivery of results, e.g. housing development, brownfield development, inward investment, retail/industrial/commercial development.	E	A, I
Evidence of successful leadership of multi-disciplinary teams.	D	I
Partnership Management skills, including developing and maintaining successful strategic and delivery partnerships, including experience in leading and managing funding bids and working with national and regional funders.	E	A, I
Excellent interpersonal skills, including oral communication, negotiation, presentational skills and relationship management.	E	A, I

Knowledge:	Essential / Desirable	Measured by
Full understanding of the components for successful housing delivery, including investment conditions and funding regimes, developer requirements, planning issues, access to funding and the current policy environment.	E	A, I
Knowledge of affordable housing development viability and ability to run development appraisals	E	A, I
Knowledge of the Homes England grant reporting systems and ability to provide this information	D	A, I

Relevant experience:	Essential / Desirable	Measured by
A minimum of 5 years' experience in the field of Housing/Regeneration	E	A, I
Experience in a variety of organisations in field or Housing, Regeneration, Development, Project Management and Construction	E	A, I
Extensive experience of working with Members and within a Political and Corporate environment.	E	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree standard, or equivalent professional experience, in an area related to housing development or regeneration which may be either physically related, e.g. planning, surveying,	E	A

architecture and built environment, or alternatively policy or economics related.		
A professional qualification in the area of Regeneration, Development, Project Management and Construction, e.g. RICS, RPTI, RISA, CIH	D	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angle Square, Northampton
<b>Job family band:</b>	Grade 10	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£53,694 - £57,443	<b>Budget responsibility:</b>	c. £15m capital
<b>People management responsibility:</b>	Up to 1 member of staff		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

