

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Markets Officer	Range 3	Supervise the day-to-day operation of Medway's markets as required during the hours of operation, ensuring agreed operational procedures are adhered to, including monitoring and reporting health and safety, food safety, food hygiene, trading standards, security and any other issues that may arise within the markets. Plan, arrange layout (s), contact producers for Rochester Farmers Market and ensure all market stallholders are aware of, and act in compliance of the market rules and regulations, reporting any breaches or claims of non-compliance, and ensuring	<p><b><u>Requirements at this level:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Minimum of 5 GCSE's, at level 4-9, or equivalent, including maths and English</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>An awareness of health &amp; safety, food safety, licencing, and trading standards procedures</li> <li>Basic Knowledge of market regulations and policies</li> <li>An awareness of highway and high street regulations</li> </ul>	<p><b><u>Requirements at this level in addition to level 3A:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Level 2 health &amp; safety qualification completed</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Enhanced knowledge of health &amp; safety in the workplace</li> <li>An understanding of the Councils financial procedures</li> <li>Understanding of what good looks like for high street inspections</li> <li>Understands the Councils lone working policy.</li> </ul>	<p><b><u>Requirements at this level in addition to level 3A and 3B:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Diploma in Markets administration qualification awarded by National Association of British Market Authorities</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>A detailed understanding of how to manage the pre, during and post-delivery of events/promotional initiatives associated with markets across Medway as required</li> <li>Detailed understanding and</li> </ul>

		<p>the correct enforcement procedures are undertaken. Collect rents, arrears, keeping accurate records of all transactions, following relevant policies and procedures to ensure accurate records and created and maintained. Maintain and collect data for quarterly vacancy rates for Gillingham and Chatham to ensure that there is an accurate record of information and data. Perform weekly high street inspections to agree requirements in Gillingham and Chatham, take photos and report findings to the relevant team within the Council.</p>	<ul style="list-style-type: none"> <li>• Knowledge of social media platforms</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working in a retail, town centre, markets, or events environment</li> <li>• Experience of working in partnership with stakeholders</li> <li>• Experience in all social media platforms to promote the markets</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel, Teams, PowerPoint, and Outlook</li> <li>• Good communication /interpersonal skills</li> <li>• Ability to use social media platforms to</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of council policy and procedure in relation to budget management, including raising POs and how to input to Integra.</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Managing outdoor markets</li> <li>• Experience of providing first point of contact services in a demanding environment with diverse communities</li> <li>• Experience of implementing enforcement in relation to market operations</li> <li>• Experience of managing budgets, processing invoices with monitoring of income/expenditure</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent communication, negotiation and influencing skills tailored to meet the needs of a wide range of stakeholders to enable positive outcomes</li> <li>• Ability to ensure markets are presented to a good standard, with a good mix of</li> </ul>	<p>knowledge of the Councils budgetary systems and financial issues.</p> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• The organising of safe events within a market's context</li> <li>• Experienced in attending meetings with internal and external stakeholders</li> <li>• Experience of managing the H&amp;S of events in line with Purple Guide requirements</li> <li>• Experienced in taking notes and producing actions from meetings attended</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Willingness to learn new digital programmes for market administration to improve efficiencies</li> <li>• Capable of taking lead responsibility for the management and development of markets, ensuring they are</li> </ul>
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			<p>effectively promote the use of the markets</p> <ul style="list-style-type: none"> <li>• Ability to use judgmental, analytical or communication skills to solve varied problems and find solutions</li> <li>• Ability to work within recognised procedures, including lone working</li> <li>• Ability to work independently and to resolve unexpected problems and situations.</li> <li>• Numeracy skills to undertake manual calculations or other calculations.</li> <li>• Ability to deal with some exposure to disagreeable, unpleasant working conditions</li> </ul>	<p>commodities, to provide a quality shopping experience for those visiting the markets and town centres</p> <ul style="list-style-type: none"> <li>• Ability to work under pressure managing competing priorities</li> <li>• Risk assessments and regular health and safety check skills</li> <li>• Ability to produce interesting news items to promote markets across social media to customers and potential traders</li> <li>• Ability to work independently and to resolve unexpected problems and situations while supervising the markets</li> </ul>	<p>operated in accordance with market and statutory regulations</p> <ul style="list-style-type: none"> <li>• Can utilise digital processes where possible to ensure the efficiency and effectiveness of the markets service</li> <li>• Ability to demonstrate practical and procedural knowledge in the markets area with a high level of organisational policy knowledge.</li> </ul>
Job title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Placemaking Regeneration Support Officer	Range 3	Support the Placemaking Regeneration Manager to champion co-creation and collaborative heritage led regeneration.	<p>Required for this level:</p> <p><u>Qualifications</u></p>	<p>Requirements at this level in addition to level 3A:</p> <p><u>Qualifications</u></p>	<p>In addition to levels 3A and 3B</p> <p><u>Qualifications</u></p>

		<p>Support the scoping and delivery of the Pride in Place projects in Medway's town centres as part of the UK Shared Prosperity Fund</p> <p>Provide administrative and executive support to assist with external partnership and stakeholder management.</p> <p>Facilitate internal cross-team multidisciplinary working to ensure co-ordinated approach.</p> <p>Assist with procurement, ensuring that relevant policy and process is adhered to.</p> <p>Provide project and programme management support, administering budget monitoring, support with project evaluation and monitoring, to help ensure the process in a timely way.</p> <p>Support with event organisation and publicity, communications, business networking and engagement activities to help deliver intended outcomes.</p>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's, at level 4-9, or equivalent, including maths and English</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of Medway/Medway's town centres</li> <li>• An understanding of procurement</li> <li>• Understanding of how to support project management</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience or understanding of the principals of supporting project management.</li> <li>• Experience of working in a team</li> <li>• Experience of working in a customer facing environment</li> <li>• Demonstrable experience of providing</li> </ul>	<ul style="list-style-type: none"> <li>• Working towards Level 3 Project Management Qualification</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of wider regeneration, and heritage led place-making.</li> <li>• Knowledge of grant funding heritage schemes in Medway</li> <li>• Knowledge of how to manage small projects</li> <li>• An understanding of Council's procurement processes and application</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Good track record or creative or innovative thinking</li> <li>• Practical experience of supporting a project in a support role, undertaking monitoring and supporting the evaluation of the project</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Project Management qualification</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge and application of project management systems</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Excellent track record of creative or innovative thinking</li> </ul>
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			<p>administration and executive support</p> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent ICT skills, especially Office and Excel</li> <li>• Good written and oral communication skills</li> <li>• Ability to manage time effectively, to plan own workload, to prioritise and to meet deadlines.</li> <li>• Ability to use judgemental, analytical, or creative and developmental skills.</li> <li>• Good problem-solving skills.</li> <li>• Ability to deal with considerable levels of work-related pressure.</li> <li>• Ability to use initiative and make considered decisions when undertaking the role.</li> <li>• Ability to build strong and productive working relationships with colleagues and partners.</li> <li>• Able to effectively support the delivery of</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to manage small-scale projects</li> <li>• Ability to deal with considerable levels of work-related pressure.</li> <li>• Good levels of initiative and independence.</li> <li>• Can deliver to tight deadlines with effective prioritisation of competing tasks</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to develop and progress larger projects with support from line manager.</li> <li>• Able to identify risks to project progress and suggest mitigation to reduce the risk.</li> </ul>
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			project related activities.		
Job title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Town Centres Manager	Range 5	Lead on day-to-day town centre management issues, dealing with town centre enquiries as they arise from fellow officers, councillors, key partners, stakeholders, and members of the public to successfully resolve and manage services. Lead on the programme and project management of evolving town centre initiatives - scoping, mobilisation, delivery, management, monitoring and evaluation of projects and programmes, working with key partners to deliver successful outcomes. Function as the lead officer identifying, requesting, managing, and monitoring S106 funding opportunities to support town centre	<b><u>Requirements at this level:</u></b>	<b><u>Requirements at this level in addition to level 5A:</u></b>	<b><u>Requirements at this level in addition to level 5A and 5B:</u></b>
			<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>A relevant degree in the subject area or equivalent level qualification.</li> </ul> <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Generic knowledge of Town centre issues, town centre management and regeneration.</li> <li>An understanding of project and/or programme management methodology / principles.</li> <li>Good understanding of retail and voluntary sectors Knows how to</li> </ul>	<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Working towards Level 5 (or equivalent) Programme or Project Management qualification</li> </ul> <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Knowledge of multi-agency and external partners and their ways of working.</li> <li>Knowledge and understanding of national, regional, and local government policy, regulation, and funding and how this is applied in the role.</li> <li>Knowledge of sustainable business network models.</li> </ul>	<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Level 5 Project/Programme management qualification (certificate) or equivalent</li> </ul> <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>A detailed knowledge of the wider service and how to apply this to the benefit of town centre regeneration.</li> </ul>

		<p>initiatives and place-making. This will include managing the town centre management budget, town centre projects and events budgets and section 106 programme budgets, totalling more than £100,000 and identifying opportunities to secure additional project funding for town centre initiatives.</p> <p>Facilitate positive partnership working and joint business activity to improve the town centres' retail and business environment, enabling local ownership and leadership of projects and initiatives within the business community.</p> <p>Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability, and disciplinary issues, and</p>	<p>undertake data analysis and research.</p> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working in a retail, business, or trading environment.</li> <li>• Experience of town centre management</li> <li>• Experience of managing and recruiting staff</li> <li>• Experience of managing high value budgets</li> <li>• Experience of project or programme management.</li> <li>• Experience of collaborative partnership working and networking to achieve results.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Good communication, networking and partnership working skills.</li> <li>• Well-developed research and data analysis skills.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working within recognised procedures for example budget, procurement, performance reporting.</li> <li>• Experience of taking initiative and responding independently to problems.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Excellent, networking and partnership working skills.</li> <li>• Ability to manage a varied workload and balance priorities within the time available.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Extensive and exemplary TCM delivery</li> <li>• A track record of collaborating in an innovative and pro-active multi-disciplinary organisational context to achieve results.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Highly creative and innovative approach to work.</li> <li>• Strong management and people skills, with the ability to motivate and</li> </ul>
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		<p>advising on personal development, training, and coaching.</p> <p>Develop close working internal and external relationships, maintaining effective communication systems, consulting with key members of the business community to ensure that they are kept up to date with developments.</p> <p>Manage town centre promotional bookings, ensuring income targets are met to support town centre events and initiatives.</p> <p>Scope and develop key initiatives, events, and town centre projects to support the vitality and viability of the town centres.</p> <p>As a member of the Safety Advisory Group (SAG), liaise and work with external event providers to ensure they meet health and safety requirements for town centre events.</p>	<ul style="list-style-type: none"> <li>• Ability to manage, plan and organise time, meet targets and deadlines and work autonomously.</li> <li>• Values diversity and actively committed to equality in service provision and employment.</li> <li>• Self-motivated and enthusiastic, ability to display initiative, drive, determination, and commitment to deliver targets.</li> <li>• Ability to manage and supervise employees.</li> <li>• Ability to work unsupervised, make essential decisions and prioritise workload.</li> <li>• Ability to lead on the preparation and management of budgets.</li> <li>• Ability to negotiate with third parties and enforce conditions, contracts, fees, and charges, as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of analytical capability and able to take a strategic approach.</li> <li>• Excellent written and oral communication skills, with the ability to influence a wide range of stakeholders and potential funders.</li> <li>• Persuasive and engaging approach; able to present complex information clearly.</li> </ul>	<p>lead others to achieve successful outcomes.</p> <ul style="list-style-type: none"> <li>• Ability to work with a diverse range of internal and external stakeholders within the council and in the community, resolving complex and/or conflicting issues.</li> <li>• Ability to plan strategically, identify opportunities for development of the service and promote innovation in delivery.</li> <li>• Ability to work proactively, and flexibly.</li> <li>• Ability to manage sensitive relationships and influence partners to deliver new/shared priorities.</li> <li>• Political sensitivity and judgment to work with businesses and politicians.</li> </ul>
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Job title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Town Centre Markets Programme Manager	Range 5	Responsible for leading and motivating market teams to ensure high performance and smooth daily operations, including staff development, welfare, and disciplinary matters.	<b><u>Requirements at this level:</u></b>	<b><u>Requirements at this level in addition to level 5A:</u></b>	<b><u>Requirements at this level in addition to level 5A and 5B:</u></b>
		Oversees the strategic development and delivery of vibrant, diverse markets across Medway, ensuring quality presentation, health and safety compliance, and adherence to relevant legislation and council policies.			
		Promotes markets through effective marketing and social media strategies to maximise footfall and trader engagement.	<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Educated to degree level, preferably in a business or marketing-related discipline.</li> <li>First Aid Qualification in an outdoor setting</li> <li>Personal Licence Alcohol Holder (BIIAB Certification)</li> </ul>	<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Level 2 Health and Safety qualification</li> <li>Working towards Level 6 project or programme management qualification</li> <li>Health and Safety qualification</li> <li>Diploma in Markets Administration</li> </ul>	<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Diploma in Markets administration or place making qualification</li> <li>Level 6 project or programme management qualification</li> </ul>
		Manages financial and administrative processes including rent collection, reporting, and GDPR-compliant data handling.	<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Knowledge and understanding of the development of street markets</li> <li>Knowledge of project management principals, co-ordination, scoping, cost, quality &amp; resource management, communication, risk</li> </ul>	<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Extensive knowledge of the street markets services, with development and delivery of additional markets.</li> <li>Knowledge of best practice in relationship management for collaboration in an innovative and proactive multi-disciplinary</li> </ul>	<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Strategic regeneration programme management knowledge.</li> <li>Knowledge and understanding of economic, Town Centres and associated funding</li> </ul>

		<p>Engages with stakeholders through consultations to support market growth, resolves trader and public issues, and contributes to town centre events and promotional activities.</p>	<p>and procurement management.</p> <ul style="list-style-type: none"> <li>• Knowledge of best practice in community and stakeholder engagement.</li> <li>• Understanding of marketing and social media strategy.</li> <li>• Understanding of market policy and processes.</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Experience of managing and developing outdoor markets</li> <li>• Experience of organising safe events within a market's context</li> <li>• Experience of communicating, negotiating and influencing with a wide range of stakeholders</li> <li>• Experience of managing budgets</li> </ul>	<p>organisational context to achieve results</p> <ul style="list-style-type: none"> <li>• Knowledge of event management principles and best practices</li> <li>• Knowledge of project management methodologies.</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Managing and the recruitment of staff</li> <li>• Experience of managing externally funded projects</li> <li>• Experience in planning, coordinating, and executing events.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Strategic project or programme management with responsibility of managing budgets of £300k+</li> <li>• Experience in identifying and solving problems, demonstrating practical understanding and analytical skills.</li> <li>• Experienced in identifying and securing external funding.</li> </ul>
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			<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Developed communication skills and ability to facilitate partnership activity.</li> <li>• Good ICT Skills, including Microsoft Office and Teams</li> <li>• Ability to work alone and as part of a team</li> <li>• Ability to manage own work programme</li> <li>• Ability to work under pressure, managing competing priorities</li> <li>• Ability to develop new markets through diversification, attracting new traders with vibrancy.</li> <li>• Well-developed research and data analysis skills.</li> <li>• Ability to work alone, plan and organise time, meet targets and deadlines.</li> <li>• Ability to supervise, line manage and motivate staff.</li> <li>• Values diversity and actively committed to</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Analytical skills to interpret complex information and situations.</li> <li>• Able to create imaginative solutions and responses</li> <li>• Able to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Strong management and people skills, with the ability to motivate and lead others to achieve successful outcomes.</li> <li>• Extensive programme and project management skills.</li> <li>• Able to handle unexpected situations or difficult challenges, accurately assessing problems by coming up with effective solutions.</li> <li>• Manages conflict or unpleasant situations tactfully and effectively.</li> </ul>
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			<p>equality in service provision and employment</p> <ul style="list-style-type: none"> <li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li> <li>• Ability to build and maintain supportive and empathetic relationships, securing peoples support and commitment</li> <li>• Good problem solving skills</li> <li>• Ability to spot and implement opportunities for improving and developing situations</li> <li>• Self-motivated and enthusiastic with ability to display initiative, determination and commitment to deliver positive outputs.</li> <li>• The post holder will have access and be able to drive a vehicle.</li> </ul>		
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Job title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Markets and Town Centres Manager	Range 6	Undertake market planning, development including layouts, producers, marketing, promotion, and drive to increase bookings to ensure product balance and to grow and diversify the market offer. Ensure relevant legislation, licensing and Council policies are adhered to and monitored, and that necessary physical access is maintained throughout all market operations, liaising with necessary external agencies. This will include liaising with relevant industry bodies to maintain up-to-date knowledge on market policy and legislation applying this to Medway's markets. Ensure Health and Safety guidelines are met, risk assessments are monitored, and accident/incident reports written and escalated where necessary and report appropriate market matters to key	<p><b><u>Requirements at this level:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent, preferably in a business or marketing-related discipline.</li> <li>• First Aid qualification (required for markets and the public)</li> <li>• Personal Licence Holder (required for markets and events)</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of and understanding of the following:</li> <li>• Town centre issues, management, and regeneration.</li> <li>• project management.</li> <li>• events management</li> <li>• Understanding of marketing strategy and tactics.</li> </ul> <p><b><u>Experience</u></b></p>	<p><b><u>Requirements at this level in addition to level 6A:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Working towards Level 6 Project or Programme Management qualification</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• A detailed knowledge of the service and how to collaborate in an innovative and pro-active multi-disciplinary organisational context to achieve results.</li> </ul> <p><b><u>Experience</u></b></p>	<p><b><u>Requirements at this level in addition to level 6A and 6B:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Level 6 Project/Programme management qualification or equivalent</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Strategic regeneration programme management knowledge.</li> <li>• Breadth of knowledge of the Regeneration, Culture and Environment Directorate and wider Council and demonstrates ability to maximise synergies/opportunities for TC function.</li> </ul> <p><b><u>Experience</u></b></p>

		<p>stakeholders e.g., Trading Standards, EHO, Licensing, Safer Communities, Traffic Management, Medway Task Force, and Enforcement. Manage the markets budget (+£100,000) ensuring quarterly budget monitoring to meet income targets and monitor expenditure, improve payment systems, and chase payment arrear, acting as the key point of liaison and communication with industry relevant bodies to ensure the latest policies, legislation, developments within the markets are understood and applied at a local level. In addition, manage town centre section 106 funding, identify, and pursue opportunities for future section 106 public realm funding, manage town centre promotional bookings, ensuring income targets are met to support town centre events and initiatives. Undertake delegation of authority to revoke licences and manage all matters of</p>	<ul style="list-style-type: none"> <li>• Experience of working in a retail, business, or trading environment.</li> <li>• Experience of Town Centre Management</li> <li>• Experience of Street Trading and Markets and events management</li> <li>• Experience of managing and recruiting staff</li> <li>• Experience of managing budgets</li> <li>• Experience of project management</li> <li>• Ability to demonstrate the practical and/or procedural knowledge in a specialist area, as well as the ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural and policy knowledge (this would normally equate to graduate level or the equivalent considerable experience).</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in direct budget management, capital, and revenue (to £250k).</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic project/programme management with budgets of £250k+</li> <li>• Experienced in identifying and securing external funding.</li> </ul>
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		<p>trader/ business conflicts, arbitrate, and escalate where necessary. This may include investigating complaints from the public and traders.</p> <p>Facilitate positive partnership working and joint business activity, maintaining effective communication with stakeholders on Town Centre issues and projects to improve the town centres' retail and business environment, enabling local ownership and leadership of projects and initiatives within the business community.</p> <p>Lead and manage the five Medway's Christmas Lights events programme, working with key stakeholders, contractors, managing budgets to deliver a successful Christmas package and present updates to the Safety Advisory Group.</p> <p>Scope and develop key initiatives, events, and town centre projects to support</p>	<ul style="list-style-type: none"> <li>• Experience of partnership working, place management and networking to achieve results.</li> </ul> <p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Developed ability to facilitate partnership activity.</li> <li>• Well-developed research and data analysis skills.</li> <li>• Networking and co-ordinating skills.</li> <li>• Ability to manage, plan and organise time, meet targets and deadlines and work autonomously.</li> <li>• Values diversity and actively committed to equality in service provision and employment.</li> <li>• Self-motivated and enthusiastic, ability to display initiative, drive, determination, and commitment to deliver targets.</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to manipulate and interpret information from a range of sources, to spot patterns and trends in information and to deduce cause and effect from this.</li> <li>• Can generate a range of creative solutions, evaluate them and choose the most appropriate option</li> <li>• Sees priorities, plans the efficient use of resources, and monitors progress against objectives</li> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking.</li> <li>• Uses appropriate language, style and</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Strong management and people skills, with the ability to motivate and lead others to achieve successful outcomes.</li> <li>• Extensive programme, and project management skills</li> <li>• Able to handle unexpected situations or difficult challenges at work, accurately assessing problems and coming up with effective solutions</li> <li>• Manages conflict or other sensitive issues tactfully and effectively</li> </ul>
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		<p>the vitality and viability of the town centres and as a member of the Safety Advisory Group, liaise and support external event providers. This will also include regular reporting to key senior management across all directorates. Lead and represent town centres and markets on any emergency planning situations, attending tactical meetings, providing updates, and implementing actions where necessary. This includes the emergency out of hours WhatsApp group.</p>	<ul style="list-style-type: none"> <li>• Ability to effectively manage staff.</li> <li>• Able to successfully handle competing demands</li> <li>• Takes a balanced view of situations incorporating different perspectives</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Reaches logical conclusions and decides on appropriate plan of action</li> <li>• Able to influence the views and behaviour of others through persuasion and encouragement.</li> <li>• Alert to opportunities to contribute appropriately without being told.</li> <li>• Able to spot and implement opportunities for improving situations.</li> </ul>	<p>methods depending on audience and the purpose of communication</p>	
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Job title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished/Expert)
Placemaking Programme Regeneration Manager	Range 6	Manage and monitor the Town Centres Programme within the UK Shared Prosperity Fund for Medway including associated budgets and monitor progress, ensuring key performance indicators are met. Work with businesses and external stakeholders to scope, develop, apply for/deliver heritage-led projects to support the town centres from the Pride in Place Fund. Develop and deliver, or identify/enable other organisations to, implement a range of other town centre heritage-led projects and feasibility studies designed to stimulate town centre regeneration by utilising the UK Shared Prosperity Fund. Ensure synergy and coordination between UKSPF and other programmes and funds supporting the town centres. Facilitate and drive forward a collaborative approach to	<p><b><u>Requirements at this level:</u></b></p> <hr/> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent, in any subject.</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Understanding or knowledge of collaborative, cocreation approach to regeneration.</li> <li>A detailed knowledge of the service</li> <li>Knowledge of and understanding of: <ul style="list-style-type: none"> <li>➤ regeneration</li> <li>➤ town centres/heritage-led place-making</li> <li>➤ external funding/programmes</li> <li>➤ effective partnership and</li> </ul> </li> </ul>	<p><b><u>Requirements at this level in addition to level 6A:</u></b></p> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Working towards Level 6, or equivalent. Project/Programme management qualification</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>A developed understanding of heritage and its application to regeneration.</li> <li>Knowledge of regeneration, economic development, and business support strategies, policies, and practice.</li> <li>Knowledge and understanding of business culture, practices and needs.</li> </ul>	<p><b><u>Requirements at this level in addition to level 6A and 6B:</u></b></p> <hr/> <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>Level 6 Project/Programme management qualification</li> </ul> <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>A good knowledge of Medway and how to make a strategic impact on its regeneration.</li> </ul>

		<p>placemaking in Medway's towns with key focus on community/stakeholder and heritage led regeneration centring particularly on the regeneration of the Old High Street Intra, ensuring synergies with the Heritage Development Trust. Work effectively with colleagues to ensure synergy and coordination with other programmes and funding streams supporting the town centres, building positive relationships with key partnerships such as Town Centre Forums, adopting a co-design approach to project development/delivery, and acting as key ambassador for the programme. Manage and motivate team performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from</p>	<p>stakeholder working</p> <ul style="list-style-type: none"> <li>➤ value of heritage and its role in placemaking</li> <li>• Knowledge of co-creation and co-production in place-making and heritage led regeneration.</li> <li>• Knowledge and understanding of issues affecting town centres, including specific knowledge of the context for local businesses and organisations in and around the town centre.</li> <li>• Understanding of local authority roles and functions in relation to business.</li> <li>• Detailed knowledge of business needs and drivers</li> <li>• Knowledge of how technology can be used to support business growth.</li> </ul> <p><b><u>Experience</u></b></p>	<p><b><u>Experience</u></b></p>	<p><b><u>Experience</u></b></p>
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		<p>individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.</p>	<ul style="list-style-type: none"> <li>• Significant experience and successful track record of scoping, delivering, and managing regeneration funding projects/programmes.</li> <li>• Proven experience in leading, managing and developing projects and partners to successfully achieve outcomes.</li> <li>• Demonstration of political awareness and effective relationship management to enable successful delivery.</li> <li>• an excellent track record of collaborating in an innovative and pro-active multi-disciplinary organisational context to achieve results.</li> <li>• Experience of successfully managing, promoting, and developing community participation projects.</li> <li>• Experience of securing funding bids from a variety of sources</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in instigating change and ensuring teams and partners are motivated with a commitment to equality and diversity.</li> <li>• Visioning and crafting strategic regeneration programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Leading the development of strategic place-making programmes</li> <li>• Extensive experience of delivering a variety of strategic place-making programmes and projects</li> </ul>
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			<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Programme and project management skills with ability to deliver key regeneration programmes and projects.</li> <li>• Ability to use analytical skills to interpret complex information and situations.</li> <li>• Values diversity and actively committed to equality in service provision and employment.</li> <li>• Self-motivated and enthusiastic, ability to display initiative, drive, determination, and commitment to deliver targets</li> <li>• Ability to effectively manage staff.</li> <li>• Recognises priorities, weighs up different options and evaluates risks.</li> <li>• Reaches logical conclusions and</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively.</li> <li>• Ability to develop well thought out and innovative solutions to problems and decisions that deliver good outcomes.</li> <li>• Networking and co-ordinating skills.</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to develop transformative solutions or plans and undertake work that requires a wide range of imaginative solutions and responses and involves application of fresh and innovative thinking with well-developed research and data analysis skills.</li> <li>• Strong management and people skills, with the ability to motivate and lead others to achieve successful outcomes.</li> </ul>
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			<p>decides on appropriate plan of action.</p> <ul style="list-style-type: none"> <li>• Able to influence the views and behaviours of others through persuasion and encouragement</li> <li>• Effective partnership and relationship management skills and working to achieve results with ability to be proactive and co-design.</li> <li>• Ability to effectively manage and monitor budgets, key performance indicators procurement and contracts.</li> <li>• Excellent communication, negotiation, consultation, influencing and presentational skills (written and verbal)</li> <li>• Ability to manage, plan and organise time, meet targets, deadlines, and work autonomously.</li> </ul>		
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