

| Job Title | Range | Duties | Level A (Developing) | Level B (Practising) | Level C (Accomplished) |
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| Regeneration Development Officer | MPR5 | <p>Lead the end-to-end planning, delivery, and long-term management of Temple Marsh Greenspace and Deangate Community Parkland, including infrastructure implementation and discharge of planning conditions.</p> <p>Deliver integrated greenspace programmes in collaboration with developers, contractors, and stakeholders, while managing budgets, developing sustainable management plans, and maintaining regular reporting.</p> <p>Ensure strong community and partner engagement to support successful and lasting outcomes.</p> | Required for this level | In addition to level A | In addition to levels A and B |
| | | | Qualifications <ul style="list-style-type: none"> Educated to HND level or equivalent professional level 5 qualification in an environmental discipline | Qualifications <p>Working towards Project Management Qualification – Level 6 or equivalent</p> | Qualifications <p>Achieved Project Management Qualification – Level 6 or equivalent</p> |
| | | | Knowledge <ul style="list-style-type: none"> Knowledge of greenspace, natural environment, access and recreation management principles within the local authority and third-party ownership model. Funding landscape for greenspace improvements and demonstrating benefits delivery. Contract management of consultants and contractors to ensure effective resource delivery. Working within a political model delivering administration priorities around greenspace Improvement programme delivery and greenspace partnership working opportunities. A good understanding of equality, diversity and inclusion and how these impact the workplace. A detailed understanding of GDPR legislation and best practice in relation to information sharing. | Knowledge <ul style="list-style-type: none"> Broad knowledge of greenspace, natural environment, access and recreation management principles within the Local Authority and third-party ownership model Developing and delivery of successful partnership models for greenspaces Good knowledge of contract management practices requiring a higher level of coordination, risk management, legal and regulatory compliance with a good awareness of industry standards and best practices (e.g., New Engineering Contract (NEC)/ Joint Contracts Tribunal for construction (JCT). | Knowledge <ul style="list-style-type: none"> Extensive knowledge of greenspace, natural environment, access and recreation management principles within the local authority and third-party ownership model. Excellent knowledge of project and change management principles, negotiation techniques, and public sector frameworks and how to lead and sustain successful collaborations in complex environments. Solid understanding of stakeholder engagement, team dynamics, and partnership governance models. This includes knowledge of how to work across multidisciplinary teams, communicate with diverse stakeholders, and apply inclusive practices to ensure shared ownership of project goals. |

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| | | | <ul style="list-style-type: none"> • Familiarity with project lifecycle, budgeting, and resource allocation. | | |
| | | | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 2 years relevant work experience providing a basic knowledge of greenspace, natural environment, access and recreation management principles. • A successful track record of managing greenspaces improvement programmes and greenspaces partnership working at a senior level within a large organisation • Proven track record of liaising with developers, stakeholders, and community groups to ensure project success | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 3 years relevant work experience providing a broad knowledge of greenspace, natural environment, access and recreation management principles. • Experience in reporting project progress using dashboards and other project management tools. • Good experience of greenspace creation, laying out greenspaces and the provision of greenspace facilities. | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 5 years relevant work experience providing an extensive knowledge of greenspace, natural environment, access and recreation management principles • Experience in business case development bid writing and commercial negotiations to support delivery of greenspace Improvement programmes and greenspaces partnership working. • Experience of resilience management demonstrating ability to manage conflicting workload priorities. |
| | | | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Presentation and communication skill sets able to report to a range of audiences both technical and non-technical around service functions. • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Relationship management and able to form effective partnerships to deliver shared objectives and outcomes for greenspaces. • Financial control including estimating, monitoring, and grant claim submissions • Resource management including line management of teams and external consultants/contractors | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Planning & co-ordination skills to oversee all stages of the project lifecycle from planning to delivery. • Skilled in developing robust business cases to support strategic decision-making and secure investment for key initiatives. This includes identifying organisational needs, conducting cost-benefit and risk analyses, and aligning proposals with corporate priorities and stakeholder expectations. • Bid writing and commercial negotiation skills to support delivery of greenspace Improvement programmes and partnership Working. • Good liaison skills and able to work productively with developers, contractors, | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Highly skilled in developing and implementing management plans for sustainable greenspace development • Developed budget management skills to manage and monitor development budgets and financial contributions. • Confident public engagement skills and able to communicate effectively with local communities and council members. • Developed partnership building skills and able to collaborate effectively with external stakeholders and funding bodies. |

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| | | | <p>ensuring effective utilisation rates to deliver value for money.</p> <ul style="list-style-type: none"> • Resilience management skilled in managing challenging workloads with conflicting priorities • Ability to drive • Strong verbal and written communication skills to interact effectively with partners, community representatives, and funding providers | <p>consultants, and community representatives.</p> <ul style="list-style-type: none"> • Good problem solving skills, able to assess challenges in planning, delivery, and stakeholder coordination. | |
| Principal Regeneration Officer | MPR6 | <p>Successfully manage the delivery of complex regeneration projects, ensuring alignment with scope, budget, and programme timelines while applying best practice methodologies.</p> <p>Develop and maintain detailed project plans, overseeing financial monitoring and compliance with external grant conditions, and ensuring effective stakeholder communication.</p> <p>Lead consultant and contractor appointments in line with procurement policies, manage project risks through comprehensive registers, and uphold statutory records management standards.</p> <p>Act as deputy for the Regeneration Programme Manager and contribute to performance and compliance reporting, supporting continuous improvement across cross-functional teams.</p> | Required for this level | In addition to level A | In addition to levels A and B |
| | | | <p>Qualifications</p> <ul style="list-style-type: none"> • Degree or equivalent Level 6 Qualification in a relevant subject | <p>Qualifications</p> <ul style="list-style-type: none"> • Working towards Project Management Qualification – Level 6 Equivalent Level | <p>Qualifications</p> <ul style="list-style-type: none"> • Achieved Project Management Qualification – Level 6 Equivalent Level |
| | | | <p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of how to develop and manage detailed project budgets, forecast costs, track expenditures, and ensure alignment with allocated funding. • Familiarity with cost-benefit analysis and value-for-money principles. • Knowledge of financial management systems and project management tools that integrate financial tracking (e.g., MS Project, Power BI, Excel). • Understanding and application of procurement policy & guidelines to deliver regeneration projects. • Contract management of consultants and contractor to ensure effective resource delivery. • Understanding of how local government is structured and the relevant Member and Officer roles to deliver council | <p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of external grant conditions and how to discharge them (e.g., reporting outputs, spend profiles, milestones). • Knowledge of how to manage New Engineering Contract /Joint Contracts Tribunal (NEC/JCT) Contracts i.e. contract structure and terminology, procurement and project delivery methods, risk management, change management, programme and time management, payment mechanisms and dispute resolution. • Understanding of the One Medway Council Plan and service plan and how this role and team contribute to delivery of outcomes. | <p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of how to build effective partnership working across multiple (£2 million plus) regeneration projects. • Expert knowledge of NEC/JCT contracts gained through formal training. |

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| | | | <p>priorities for regeneration project delivery.</p> <ul style="list-style-type: none"> • Awareness of the One Medway Council Plan • Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding | | |
| | | | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum of 2 years regeneration activity, including managing regeneration projects, within the public sector environment. • Experience in managing projects funded by external bodies (e.g., government grants, lottery funding, EU funds). • Proficiency in managing and ensuring the successful delivery of projects, dealing with conflicting demands, and minimising potential disruptions • Experience in maintaining effective records management processes. • Experience in managing project risk registers and implementing risk mitigation strategies. | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 3 years relevant work experience of managing regeneration projects. • Track record in large complex regeneration project delivery • Proven track record in communicating technical information to partners and stakeholders, ensuring understanding and cooperation. • Experience in managing compliance with internal and external reporting obligations for project delivery | <p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 5 years relevant work experience of managing regeneration projects. • Experience of autonomously delivering regeneration projects. • Experience of deputising for Line Manager. • Track record in large complex regeneration project delivery across multiple sites. • Experience in overseeing the appointment and management of consultants and contractors, ensuring compliance with policies and conducting performance reviews. |
| | | | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Proficiency in information and communication technology utilised in regeneration projects and strong presentation and communication skills, enabling effective reporting to diverse audiences. • Proficient in the use of Microsoft Word, Excel, PowerPoint, and Outlook. | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Strong writing, research, and attention to detail ability. • Ability to assess complex situations, resolve problems, anticipate future challenges, and develop forward-looking plans that align with organisational objectives. | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Use of Power BI as a regeneration project management tool for project reporting. • Advanced ability to understand and act on risk assessments. • Demonstrates a high-level ability to engage and collaborate effectively with a broad range of |

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| | | | <ul style="list-style-type: none"> • Skilled in producing project plans and project risk registers to support effective project delivery. • Financial monitoring including estimating, monitoring, and grant claim submissions to ensure project delivery compliance. • Records management. • Ability to independently seek out and gather relevant information. • Basic skills in providing customer service. • Good negotiation skills with the ability to successfully resolve any conflict arising. • Able to develop detailed project plans to ensure delivery within agreed budget, programme, scope, and quality standards. • Competence in monitoring and updating plans regularly, including financial monitoring and compliance with grant conditions. • Ability to collate, interpret and report on detailed and technical project, design, financial, risk, and contractual information for partners, stakeholders, and other parties. • Effectively prioritises tasks, manages competing deadlines, and ensures timely delivery of projects and responsibilities. • Applies sound financial judgement in managing budgets, monitoring expenditure, and ensuring compliance with financial regulations and funding requirements. | <ul style="list-style-type: none"> • Developed ability to communicate information clearly, promptly, and effectively across various contexts and audiences. • Able to interact, build productive working relationships and successfully work in collaboration with others. • The ability to engage with suppliers, ensuring they meet safety and compliance standards • Ability to oversee the appointment of consultants and contractors, ensuring compliance with procurement policies and grant criteria, and conducting regular project reviews. | <p>stakeholders, fostering productive relationships and aligning interests to achieve shared objectives.</p> <ul style="list-style-type: none"> • Confident in making well-reasoned decisions and recommendations. • Developed ability to successfully manage contracts and oversee contractors. • Highly developed and effective communication skills to resolve disputes, clarify terms, and align all parties on the contract's objectives. • Ability to keep track of deadlines, compliance requirements, and contract performance and make informed decisions based on data. • Excellent problem-solving skills with the ability to streamline and/or improve service delivery. |
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| Regeneration Programme Manager | MPR 8 | <p>Lead the successful delivery of complex regeneration programmes, ensuring alignment with strategic plans, outputs, and budgets.</p> <p>Oversee multidisciplinary teams, implement robust performance and risk management frameworks, and maintain compliance with complex agreements and governance standards.</p> <p>Act as Lead Officer and Senior Responsible Officer, reporting to stakeholder groups, managing consultant and contractor performance, and representing the Council externally to influence agendas and secure new opportunities.</p> <p>Maintain up-to-date programme plans and provided timely interventions to sustain high performance and continuous improvement.</p> | Required for this level | In addition to level A | In addition to levels A and B |
| | | | <u>Qualifications</u> <ul style="list-style-type: none"> Degree or equivalent Level 6 Qualification in a relevant subject Project/Programme Management Qualification – Level 6 or equivalent Management Qualification – ILM 5-6 or Equivalent. | <u>Qualifications</u> | <u>Qualifications</u> <ul style="list-style-type: none"> MSc Project Management or Post Graduate Management Qualification or Professional Accreditation – Chartered Status, |
| | | | <u>Knowledge</u> <ul style="list-style-type: none"> Understanding of how to develop partnership working to realise regeneration programme outcomes. Significant understanding of procurement policy & guidelines to deliver regeneration programmes within the public sector. Contract management of consultants and contractor to ensure effective resource delivery. How to work within a political model delivering administration priorities around regeneration programme delivery. Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding. An awareness of the One Medway Council Plan. | <u>Knowledge</u> <ul style="list-style-type: none"> Extensive knowledge of procurement policy & guidelines necessary to deliver capital programmes within the public sector. Demonstrable knowledge of how to organise and chair design team, senior management and stakeholder meetings. Excellent knowledge and understanding of the One Medway Council Plan and how the work of Regeneration contributes to successful delivery. | <u>Knowledge</u> <ul style="list-style-type: none"> Knowledge of best practice in how to act as partnership lead for regeneration programme delivery in a public sector or equivalent model. Expertise in procurement for large regeneration programmes (valued at £5 million plus). |
| | | | <u>Experience</u> <ul style="list-style-type: none"> Minimum 2 years relevant work experience of managing regeneration programmes and projects at a senior level within a large organisation. Experience of managing complex project groups and commissioning consultants to deliver large-scale or complex | <u>Experience</u> <ul style="list-style-type: none"> Minimum 3 years relevant work experience of managing regeneration programmes and projects at a senior level within a large organisation. Experience in end-to-end project management, encompassing strategic planning, execution, and | <u>Experience</u> <ul style="list-style-type: none"> Minimum 5 years relevant work experience, track record successfully delivery of regeneration (placemaking) programmes to an aggregated value of £5 million plus. A minimum of five years post-qualification |
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| | | | <p>projects on time and within budget.</p> <ul style="list-style-type: none"> • Proven track record of developing and managing project teams and successfully delivering projects. • Experience managing budgets and reporting on service delivery outcomes. • Demonstrable experience of providing general information, advice and guidance on internal policies and procedures relating to finance and interpretation of these in relation to specific circumstances. • Experience of line managing staff, experience in line management, supporting professional development, and ensuring high performance within team environments | <p>performance monitoring of complex, large-scale initiatives across multidisciplinary teams.</p> <ul style="list-style-type: none"> • Demonstrated experience in coordinating with diverse stakeholder groups, proactively managing project risks, and ensuring adherence to relevant regulatory frameworks and industry standards. • A track record of successfully delivering projects within set timelines and budgets. • Creation of policy, procedures and processes in relation to leading on implementation of Construction Design Management (CDM) regulations within a specialist projects team. | <p>experience in managing complex construction projects, preferably in a public sector environment.</p> <ul style="list-style-type: none"> • Extensive experience in leading large project teams and managing multiple projects simultaneously. • Significant involvement in strategic planning and decision-making processes, as well as in the development and implementation of project management frameworks and methodologies. • Experience in managing high-value contracts, overseeing procurement processes, and ensuring the successful delivery of capital programmes is also necessary. • Experience managing large expenditures of up to £25 million, including setting, monitoring, and ensuring effective budget spending. • Experience of deputising for the Head of Service at meetings. • Track record in business case development, bid writing and commercial negotiations to support delivery of Regeneration Programmes. • Track record of resilience management demonstrating ability to manage conflicting workload priorities. |
| | | | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Proficient in regeneration programme management, | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Skilled in business case development, bid writing | <p><u>Skills</u></p> <ul style="list-style-type: none"> • Skilled in accounting for significant financial |

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| | | | <p>with strong presentation skills tailored to diverse audiences.</p> <ul style="list-style-type: none"> • Skilled in the use of Microsoft Office applications, including Word, Excel, PowerPoint, Teams, and Outlook. • Financial control including estimating, monitoring, and grant claim submissions • Resource management including line management of teams and external consultants/contractors ensuring effective utilisation rates to deliver value for money. • Good negotiation and conflict resolution capabilities, with a proven ability to address and resolve disputes constructively, ensuring continued progress and alignment with strategic objectives. • Use of Power BI as a regeneration programme management tool for performance management. • Ability to collaborate and build trust with diverse stakeholders (e.g. councillors, community groups, funders), confidently present programme updates and strategic insights and represent the Council externally with professionalism and influence. • Ability to effectively communicate complex or sensitive information to | <p>and commercial negotiations to support delivery of Regeneration Programmes.</p> <ul style="list-style-type: none"> • Ability to provide timely interventions to sustain high performance standards. • Proficiency in implementing performance and risk management strategies to ensure successful delivery of key projects, particularly in relation to regeneration programme delivery. • Able to align programme delivery with strategic council priorities, manage risks and performance to ensure successful outcomes. • Can lead and inspire others to achieve high performance, applying emotional intelligence to support team cohesion and motivation. • Highly developed collaboration skills with the ability to work effectively across teams, fostering open communication, mutual respect, and shared accountability to achieve common goals. • Ability to convey complex, technical, or sensitive information with clarity and precision, tailoring messaging to suit diverse audiences and stakeholders. | <p>amounts with accuracy and attention to detail.</p> <ul style="list-style-type: none"> • Proficient in financial control, including estimating, monitoring, and submitting grant claims. • Highly skilled in leading multidisciplinary teams, including consultants and contractors, with a strong focus on effective resource management and driving continuous improvement across council services. • The ability to handle complex challenges and drive continuous improvement in project delivery should be demonstrated. • Ability to represent the Council externally, acting as an ambassador, developing positive relationships, and influencing agendas to meet organisational needs and capability to deputise for the Head of Service at meetings. |
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| | | | <div>various audiences in an understandable way.</div> <ul style="list-style-type: none">• Ability to work independently and produce recommendations in line with regulations, legislation, and established procedures• Ability to stay calm and measured in high-pressure or emotionally charged environments, which supports resilience and effective problem-solving. | | |
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