

## Job Description

Job title	Placemaking Regeneration Support Officer
Directorate	PLACE : Regeneration, Community and Culture
Division	Regeneration
Range	MPR 3
Reports to	Placemaking Programme Manager

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### Main purpose of the job:

Work within the Regeneration Directorate in the Economic Development and Town Centres Team to support the delivery of a range of statutory and non-statutory strategic development projects.

Provide a broad range of support services and functions across the team to assist in the development, delivery and monitoring of a range of related projects and initiatives across Medway.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

Support the Placemaking Regeneration Manager to champion co-creation and collaborative heritage led regeneration.

Support the scoping and successful delivery of the Pride in Place projects in Medway's town centres as part of the UK Shared Prosperity Fund.

Provide administrative and executive support, undertaking research, collecting, inputting, checking and preparing data from a wide range of sources to maintain an effective and efficient service and to assist with external partnership and stakeholder management.

Facilitate internal cross-team multidisciplinary working to ensure a co-ordinated approach.

Assist with procurement, providing support, assistance and advice and ensuring that relevant policy and process is adhered to.

Provide project and programme management support, administering budget monitoring and assisting with project evaluation and monitoring, to help ensure the delivery of the process in a timely way.

Support with event organisation and publicity, communications, business networking and engagement activities to help deliver intended outcomes.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

### Organisation:

This role reports to the Placemaking Programme Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

FIXED - The post holder will be permanently based at the Innovation Centre Medway, although they may be expected to work at any location across Medway.



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## Person Specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

#### Level A

- Minimum of 5 GCSE's, at level 4-9, or equivalent, including maths and English

#### Level B in addition

- Working towards Level 3 Project Management Qualification

#### Level C in addition

Level 3 Project Management qualification

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### Knowledge

#### Level A

- Knowledge of Medway/Medway's town centres
- An understanding of procurement
- Understanding of how to support project management

#### Level B (in addition)

- Knowledge of wider regeneration, and heritage led place-making.
- Knowledge of grant funding heritage schemes in Medway
- Knowledge of how to manage small projects
- An understanding of Council's procurement processes and application

#### Level C (in addition)

- Knowledge and application of project management systems

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### Experience

#### Level A

- Experience or understanding of the principals of supporting project management.
- Experience of working in a team
- Experience of working in a customer facing environment
- Demonstrable experience of providing administration and executive support

#### Level B (in addition)

- Good track record or creative or innovative thinking
- Practical experience of supporting a project in a support role, undertaking monitoring and supporting the evaluation of the project

#### Level C (in addition)

- Excellent track record of creative or innovative thinking
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### Skills

#### Level A

- Excellent ICT skills, especially Office and Excel
- Good written and oral communication skills
- Ability to manage time effectively, to plan own workload, to prioritise and to meet deadlines.
- Ability to use judgemental, analytical, or creative and developmental skills.
- Good problem-solving skills.
- Ability to deal with considerable levels of work-related pressure.
- Ability to use initiative and make considered decisions when undertaking the role.
- Ability to build strong and productive working relationships with colleagues and partners.

#### Level B in addition

- Ability to manage small-scale projects
- Ability to deal with considerable levels of work-related pressure.
- Good levels of initiative and independence.
- Can deliver to tight deadlines with effective prioritisation of competing tasks to detail

#### Level C in addition

- Able to develop and progress larger projects with support from line manager.
- Able to identify risks to project progress and suggest mitigation to reduce the risk.



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