**Sefton-Council-Logo**

**JOB DESCRIPTION**

**Department**: Economic Growth & Housing Service **Location:** Bootle/Southport

**Division:** Regeneration Team

**Post:** Regeneration Support Officer **Post No.**  024331

**Grade: Grade I (SCP 31) - £41,771**

**Job Evaluation No.**  A4073

**Responsible to:** Strategic Lead – Regeneration & Development

**Responsible for**: None

**Job Purpose**

Ensure the effective programme, project and financial controls, including the management of resources relating to the Regeneration Team within the Economic Growth and Housing Service; to support the development of regeneration programmes and projects in order to prioritise all resources and maintain an up to date regeneration and wider economic growth programme that optimises the value of funds invested in Sefton.

**Main Duties**

1. Support the development and implementation of Sefton's regeneration and economic growth programmes within the context and parameters of Corporate Transformation Programme Plan~~;~~
2. Provide project support and assurance to the wider team and ensure the successful development and implementation of major projects and programmes;
3. Support the phasing, resource needs, design, delivery and support of all regeneration priorities, including all externally funded projects with partners and stakeholders in order to deliver agreed outcomes for the Service and the Council;
4. Support and develop the programme monitoring tools to enable reports to be made with ease on status, over-programming, slippage, variance, social value and wider economic benefits;
5. Implement, monitor and oversee the financial processes and controls for the service and team;
6. Ensure project procurement is undertaken in accordance with the corporate procurement regulations and processes.
7. Through the proactive and continuous programme monitoring, ensure the financial expenditure (revenue and capital) and performance targets of projects, programmes and the service are met, escalating issues and agreeing to resolve with the Strategic Commissioner- Regeneration and the GSI Programme Manual and project governance and assurance processes;
8. Assist with resource planning requirements in support of the GSI Programme delivery to assist with forward planning;
9. Ensure all regulations and policy compliance are/is maintained to ensure eligibility of expenditure and compliance with Standing Orders, Financial Regulations etc,;
10. Support grant based bidding to the Liverpool City Region Combined Authority and wider national bidding rounds under the direction of the Strategic Commissioner - Regeneration;
11. Implement and maintain appropriate financial and management information systems; This includes assistance with preparing and submitting funding claims, monitoring and evaluation returns and reports for a range of external funding sources , as and when required and in order to draw down the relevant funding.
12. Undertake comprehensive analysis and appraisal of projects as and when required either for audit purposes or to escalate issues and or close out projects that have been completed;
13. To assist with democratic processes in a committee based structure, cabinet member reports, overview and scrutiny requirements and the strategic capital investment group (SCIG) and other Cabinet and Member reporting ;
14. Support engagement and consultation processes the Council requires to involve Sefton residents, suppliers and businesses by means of appropriate networks, partnerships, sectoral and cluster initiatives, workshops and focus groups; and to use feedback to improve the service etc.;
15. As and when required to support corporate projects, initiatives and reviews, making best use of all staff and resources by encouraging cross-service working.
16. Undertake Any other duties which are equal/similar to the responsibility level and grade of the post.

**Qualifications & Experience**

See Person Specification

**Special Conditions**

There may be some working out of normal hours.

**General**

This is a new post. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All officers within the Regeneration Team will be required to work with all strategic leads within the wider Economic Growth and Housing Service functions and relevant corporate service areas. This means understanding the inter-relationship of other corporate services areas and their contribution to regeneration and place making including social value, child friendly places and social infrastructure opportunities are maximise.

This job description is a representative document. Other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The Authority has an approved equality policy in employment and copies are freely

available to all employees. The post holder will be expected to comply, observe and

promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by: Heather Jago**

**Designation: Strategic Commissioner - Regeneration ( Economic Growth and Housing Service)**

**Date: July 2025**

**PERSON SPECIFICATION**

Post:Regeneration Support Officer Post No. 024331

Department: Economic Growth and Housing Division: Regeneration Service

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
|  | **Qualification** |  |  |
| 1 | Degree or equivalent Professional Qualification relevant to the service area; | E | AF/C |
| 2 | Relevant experience project management and delivering regeneration programmes and projects | E | AF/C |
| 3 | Professional Membership of relevant Chartered Body/Institute | D | AF/C |
|  |  |  |  |
|  | **Experience** |  |  |
| 4 | Demonstrable evidence working in Regeneration/ Economic Development and/or programme management office (PMO) or equivalent organisation and/or environment | E | AF/I |
| 5 | Demonstrate experience of programme and project technical administration, in an regeneration/economic development setting, including resource management, working with and in a multi-disciplinary teams, prioritisation, risk management, monitoring and evaluation and change control procedures. | E | AF/I |
| 6 | Previous experience of developing programme/project delivery plans, financial budgeting, forecasting and cost plan development as well as internal and external financial reporting. | E | AF/I |
| 7 | Experience of risk management in a programme and project environment. | E | AF/I |
| 8 | Procurement experience including commissioning work and services. | D | AF/I |
| 9 | Evidence of working effectively with a wide range of services and stakeholders in the regeneration sector | E | AF/I |
| 10 | Demonstrable experience in the creation and management of stakeholder mapping, communications planning and consultation management | D | AF/I |
| 11 | Evidence of report writing and document production working at all levels throughout the organisation | D | AF/I |
| 12 | Evidence of creating briefs, update reports/dashboards client requirements and project specifications for project based work using Microsoft applications or similar digital platforms. | D | AF/I |
| 13 | Evidence of effective partnership working with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities | D | AF/I |
|  | **Ability, Skills & Knowledge** |  |  |
| 14 | Ability relate strategy to action and outcomes | E | AF/I |
| 15 | Effective communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience. | E | AF/I |
| 16 | Excellent organisation, planning and project management skills. | E | AF/I |
| 17 | Excellent knowledge of Local Authority financial controls and procedures. | E | AF/I |
| 18 | Ability to work in partnership at all levels, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes | E | AF/| |
| 19 | Good understanding of and the ability to work within local government and the legal, financial and political context of public sector management | E | AF/I |
| 20 | Ability to analyse complex issues and adopt a creative approach to problem solving and service delivery in challenging circumstances and with competing priorities. | E | AF/I |
| 21 | Ability to operate effectively with a high volume and at times, commercially sensitive workload. | E | AF/I |
|  | Excellent IT skills associated with data and information management including data protection and development, maintenance and manipulation of databases. | E | AF/I/T |
|  | **Personal Style and Behaviour** |  |  |
|  | Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. | E | AF |
|  | Motivated, optimistic and enthusiastic with the ability to respond to challenge and not be discouraged. | E | AF |
|  | An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others. Demonstrates and promotes openness, trust and respect in accordance with the Council’s equality and diversity policy and operating standards. | E | AF |
|  | Quality oriented and a commitment to continuous improvement | E | AF |
|  | High degree of personal integrity and financial probity | E | AF |
|  | Act as a role model for others demonstrating a "can do" attitude and promoting positive challenge | D | AF |
|  | Strong external awareness and vision beyond the post’s own immediate responsibilities | D | AF |
|  | **Other**  Evident commitment to personal continued professional development. | E | AF/C |
|  |  |  |  |

**Assessment Methods Key:**

AF — Application Form

C — Certificates

I — Interview