Job Description

Position Details

Position:	Principal Regeneration Officer (18 Month Fixed Term)
Directorate:	Economy and Place
Service:	Regeneration Opportunities
Position no:	BG18891
Grade:	8
Hours of work:	37 Hours Per Week
Work style:	Agile Worker
DBS required:	None
Contact:	Nick Landers
Date:	11th June 2026

Politically Restricted? ☐ **Yes*** ☒ **No**

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Team Leader, Regeneration Opportunities

Responsible for: To work across a broad spectrum of Regeneration Opportunities including physical regeneration projects, placemaking and alternative service delivery models that contribute towards achievement of the growth and investment vision and strategy for the Regeneration of Blaenau Gwent.

Principal Accountabilities

1. To play a key role in supporting the Team Leader and Team Manager, Regeneration Opportunities in the identification, development and delivery of property related regeneration projects as outlined within the directorates annual Service Plan.

2. To take a proactive approach towards undertaking property enhancement projects and the identification of long-term financial benefits and income generation opportunities.

3. To work with key functions and service areas across the Council to develop and agree the delivery programme, KPIs, actions and responsibilities for the priorities identified for the regeneration opportunities team.

4. To provide management and undertake supervision of the Regeneration Officer (currently vacant) and manage grant applicants in the delivery of physical property enhancements.

5. To oversee the Building Enhancement Grant Programme in the delivery of physical property enhancements. The role includes providing professional advice and guidance to public enquiries on eligible building related enhancement works, including liaising with the Council's Legal Department on ensuring the necessary legal charges are placed on the applicant's property.

6. Liaising with the Council's Resources Department to ensure payment instruction notices are issued to release the necessary payments to grant and loan applicants. The role also needs to monitor repayment schedules and deal appropriately with applicants that default on repayments

7. Manage and commission feasibility and viability studies and development of funding bids across a range of funding sources including Transforming Towns, Local Growth Fund and Invest to Save to enable the delivery of projects across Blaenau Gwent.

8. To utilise project management processes to regularly communicate project progress through highlight reports, assess, monitor and carry out mitigation of project issues and risks, and advising of deviations from the project plan through Project Exception reporting.

9. To assist in the preparation of the project budget and to deliver the project to work the Team Leader, Regeneration Opportunities to work within the agreed budget by controlling agreed project expenditure

10. To prepare invitations to tender, evaluate tenders and negotiate with bidders to maximise value for money such tenders shall include the commissioning specialist consultants for the development and/or delivery of regeneration projects.

11. To deal professionally with any enquiries received and action as appropriate.

12. To liaise with the Council's Corporate Communications Team to develop promotional activities and materials to promote key project activities.

13. To liaise and explore with other Authorities seeking best practice for regeneration, innovation, digital and energy related strategies

14. To represent the Regeneration Opportunities Team at meetings, conferences and workshops.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.

2. To positivity promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.

3. To demonstrate a commitment to ongoing personal development.

4. To adhere to data protection principles whilst undertaking your duties.

5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.

6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Degree or equivalent in a related field	E	(A)
A recognised Project Management Qualification such as Prince 2 (Practitioner Level) or equivalent.	D	(A)
Experience of working in Regeneration	E	(A), (I)
Hold/Studying towards a Professional qualification in a relevant field area	D	(A), (I)
Experience		
Experience of undertaking procurements, tender evaluations and ongoing contract management	E	(A), (I)
Experience of working to establish and co-ordinate partnerships or multi agency working with businesses, public and third sector organisations to facilitate delivery	E	(A), (I)
Experience of developing and/or administering a grant programme	E	(A), (I)
Experience of preparing applications and securing grants/loans from a variety of funding sources	E	(A), (I)
Experience of overseeing consultancy projects to ensure cost efficient and timely delivery	D	(A), (I)
Developed successful investment proposals for expenditure on capital projects or services	D	(A), (I)
Experience producing clear and concise reports, presentations and briefings on complex and sensitive issues for a range of audiences and stakeholders	E	(A), (I)
Knowledge / Skills		
Knowledge of external Regeneration funding support opportunities	D	(A), (I)
Ability to work under pressure and prioritise own workload	E	(A)
Knowledge and experience of computerised and office IT systems	E	(A)
Personal Attributes		
Project management and organisational skills, including the ability to work across multiple complex work-streams, coordinate resources, and effectively manage stakeholders.	E	(A), (I)
Excellent interpersonal skills including presentation, communication and negotiating skills	E	(A)
Special Working Conditions / Requirements		
Full driving licence and access to a car for work purposes	E	(A), (I)

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	(A), (I)
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Leading People	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Sets the standard of leadership for the service	(PP)
Provides clear direction and goals for the service	(I), (PP)
Takes direct responsibility and is accountable for actions	(PP)
Ensures the principles of equality and diversity are embedded in the service	(PP)
Recognises and celebrates others' contributions & achievements	(PP)
Challenges inappropriate behaviour	(PP)

Competencies – Communicating the Vision	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Translates the vision into operational objectives	(PP)
Develops long term objectives and strategies for own service area to achieve the vision	(PP)
Proactively promotes the vision to others	(PP)
Ensures others understand how their role contributes to achieving the vision	(PP)

Competencies – Facilitating High Performance and Results	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is committed to continually improving performance of self and others	(PP)
Sets ambitious performance targets and priorities for self and others	(PP)
Gives regular, constructive feedback on team/individual performance	(PP)
Motivates others to achieve and improve performance	(PP)
Recognises and celebrates success	(PP)
Challenges poor performance appropriately	(PP)
Seeks learning opportunities from results	(PP)

Competencies – Maximising Potential	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Encourages and develops personal accountability in others	(PP)
Encourages others to think for themselves	(PP)
Promotes risk-taking and supports appropriately	(PP)
Develops the skills, experience, and ambition of others at all levels to enhance flexibility of services	(PP)
Promotes development in self and others	(PP)
Supports and trains others in own areas of expertise	(PP)

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Promotes a culture of open communication	(PP)
Communicates effectively, using a variety of styles, with a broad range of people	(PP)
Creates and develops networking opportunities to influence	(PP)
Actively listens and respects others' points of view	(PP)
Checks own and others' understanding	(PP)

Competencies – Making Informed Decisions	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Considers implications of proposed decisions	(PP)
Ensures decisions link to continually improving performance	(PP)
Understands problem solving is part of the improvement process	(PP)
Has the confidence to make ambitious, difficult, or unpopular decisions	(PP)
Is able to justify and explain decisions	(PP)

Competencies – Working together	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Understands partnerships in the context of the "big picture"	(PP)
Promotes and contributes to multi-agency partnerships to continually improve services for the citizen	(PP)
Networks effectively internally and externally	(PP)
Identifies the expertise of others	(PP)
Proactively shares knowledge and information	(PP)
Seeks out the most appropriate people to contribute to partnership working, both inside and outside the service	(PP)

Competencies – Promoting a Citizen Centred Culture	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of contributions from the community to setting and achieving continually improving services	(PP)
Promotes and develops a continually improving citizen-focused culture within the service	(PP)
Contributes to initiatives enabling regular consultation and feedback from citizens on the quality and appropriateness of service delivery.	(PP)
Engages with the community appropriately and respectfully	(PP)
Is an ambassador for the organisation and the community it serves	(PP)

Competencies – Working with Councillors	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Establishes and continually improves positive and appropriate interaction with all Councillors	(PP)
Provides timely, constructive, high quality professional advice to assist the political decision making process	(PP)
Abides positively with the protocols relevant to the political relationship	(PP)
Is confident to refer enquiries to others when appropriate	(PP)

Competencies – Pushing the Boundaries	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Regularly and constructively challenges the status quo	(PP)
Proactively thinks how potential change will affect the citizen	(PP)
Taps into the innovative and creative potential of others	(PP)
Considers different methods/approaches	(PP)
Encourages others to suggest new ideas	(PP)
Supports and develops others' ideas	(PP)
Looks creatively inside and outside the organisation for new ideas and actively shares good practice	(PP)

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