

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Town Centres Development Manager**

**Vacancy ID: 011208**

Salary: £54,572 - £56,849 Annually (pay award pending)

Closing Date: 23/08/2020

### **Benefits & Grade**

Grade SM4

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Interview Date**

02 / 03 September 2020

### **Job Description**

Stockton-on-Tees Borough Council has a large scale ambitious development programme across all six of its Town Centres. With an acclaimed nationally recognised approach for transformational change in Stockton Town Centre, the pace of that journey continues across all six centres with an ambitious programme of investment that now exceeds £100M.

As a result, we have set up a dedicated multidisciplinary team to focus on the development and delivery of this programme. With the new team now coming together, we are looking to recruit a Town Centres Development Manager to work as part of the management team and supporting the Director in the delivery of the programme.

Responsibilities will include taking the project executive lead for elements of the programme, working closely with the Programme Delivery Manager to deliver a broad range of interventions across the Borough's town centres. The role will also take management responsibilities for financial, valuation, communications and technical staff within the team.

We are looking for a highly motivated team player who is outcome focused, with leadership experience in large scale development, regeneration and commercial programmes. You will be able to demonstrate absolute competency as a senior manager.

You will be expected to lead internal and external teams across a range of programmes to ensure that projects are delivered coherently in the most efficient manner. Exceptional people skills will be expected, recognising that effective political and community engagement are always at the heart of our approach.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like further information or an informal chat about the role please contact Richard McGuckin, Director of Town Centres Investment on 01642 527028.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Town Centres Investment</b>		<b>Service Area:</b>  <b>Town Centres Development Team</b>	
<b>JOB TITLE: Town Centres Development Manager</b>			
<b>GRADE: SM4</b>			
<b>REPORTING TO: Director of Town Centres Investment</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  Responsible for the effective development of the Council's Town Centres investment programme including leading on the identification, management and delivery of strategic regeneration opportunities, interventions, and support to positively enhance and sustain the town centres in the Borough, including the management of assigned services, staff and budgets.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1	To be part of the Director's senior management team and support in managing staff and budgets assigned to the Council's Town Centres Programme ensuring that quality, performance, service and financial objectives are achieved.	
	2	To lead on the development and delivery of strategies, plans and interventions to achieve the Council's priorities for sustaining and enhancing the Borough's town centres.	
	3	To lead on the initiation, definition and implementation of regeneration and development schemes, including the identification and management of funding and ensuring required outcomes are delivered and to monitor and evaluate success.	
	4	To work collaboratively with internal and external partners to ensure outcomes are achieved.	
	5	To provide effective management to: <ul style="list-style-type: none"> <li>• develop and deliver strategies, policies and interventions to achieve the Council's aims and objectives</li> <li>• effectively manage the available resources, within budget and timetable;</li> <li>• deliver agreed target provision of quality services;</li> <li>• develop employees;</li> <li>• provide performance and management information as required;</li> <li>• identify areas and implement actions to drive continuous improvement;</li> <li>• identify opportunities to effectively contribute to the Council's and partners' core objectives and outcomes within any area of the Council.</li> </ul>	
	7	To ensure compliance with health and safety legislation and requirements for risk assessment/management.	
	8	To aim to achieve equality of access and treatment in employment and service delivery.	
	9	To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment.	

	10	To ensure the timely preparation and submission of such documents and information as required by the Council, partner agencies and central government.
	11	To establish effective working relationships with key internal and external partners.
	12	To ensure all project activity is managed within defined governance arrangements and that best practice is maintained through all aspects of delivery, review, consultation and communication.
	13	To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.
	14	To ensure compliance with the requirements of statute and regulations for this service area.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the LGA Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Council Values, Behaviour Framework, Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** - The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated      May 2020**



**PERSON SPECIFICATION**

Job Title/Grade	<b>Town Centres Development Manager</b>	<b>SM4</b>
Directorate / Service Area	<b>Town Centres Investment</b>	<b>Town Centres Development Team</b>
Post Ref:	<b>POS010886</b>	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in a directly relevant subject area</li> <li>• Membership of relevant professional body or equivalent demonstrable level of relevant work related experience</li> <li>• Demonstration of continuous professional development in leadership and management</li> </ul>		Application
Experience	Substantial and demonstrable experience of:- <ul style="list-style-type: none"> <li>• leading economic growth activities</li> <li>• managing programmes, projects to successful completion</li> <li>• maximising the contribution of team members</li> <li>• making presentations in a public setting and at board/committee meetings</li> <li>• working in a complex political environment</li> <li>• decision making covering complex and varied service issues</li> <li>• promoting positive cultural change</li> <li>• implementing improvements to services and demonstrating outcomes</li> <li>• delivering positive media messages</li> </ul>		Application/interview

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Skills	<p>Demonstrable ability to:-</p> <ul style="list-style-type: none"> <li>• communicate effectively with a range of stakeholders</li> <li>• work in partnership across the public and private sectors</li> <li>• lead team of professional staff engaged in the particular service area for the Authority</li> <li>• initiate, develop and implement service policies and practices within a political environment</li> <li>• manage relationships with customers and partners ensuring that value for money principles are maintained</li> <li>• participate in the delivery of programmes and projects within a structured framework or methodology including the evaluation of success</li> <li>• capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements</li> <li>• demonstrate political sensitivity and awareness</li> <li>• implement policy changes within specified timescales and political and financial constraints</li> <li>• prioritise service issues and to balance implementation between personal involvement and delegation to others</li> <li>• demonstrate personal leadership with authenticity</li> <li>• manage and control capital and revenue budgets</li> <li>• Knowledge of business-related activities</li> <li>• Awareness of the wider economic situation, locally and nationally.</li> <li>• Familiarity with, and ability to adapt to, Information Technology requirements</li> <li>• Ability to identify areas of improvement, through performance management and service feedback</li> </ul>		Application/interview

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Ability to think widely and solve complex problems logically</li> <li>• Ability to communicate both orally and in writing with a wide range of people</li> <li>• Confidence to implement solutions and to challenge traditional thinking</li> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues</li> <li>• High personal standards of self-discipline in working to deadlines</li> <li>• The ability to benefit from training relevant to the post</li> <li>• Highly motivated, energetic, winning, not easily discouraged</li> </ul>		Application/interview
Other requirements	<ul style="list-style-type: none"> <li>• Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role</li> <li>• Must be able to vary working hours to incorporate evening and weekends as required</li> </ul>		Application/interview

Person Specification dated

May 2020