

Be Bold, Make a Difference, Show you Care

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: **Head of Meridian Water Regeneration**

Present Grade: **HOS2**

Dept: **PLACE**

Service/Section/Team: **Meridian Water Team**

Reports to (title): **Commercial Programme Director**

Purpose of the Role:

The Meridian Water project is Enfield Council's flagship programme to create a new neighbourhood delivering 10,000 new homes and 6,000 jobs over the next 25 years.

The Head of Meridian Water Regeneration will have responsibility for the placemaking, land, planning, communication and engagement activities within the Meridian Water programme.

The Head of Meridian Water Regeneration will lead the internal and external teams on, placemaking, concept designs, planning, engagement phase delivery strategy, scoping delivery routes and negotiating with development partners. To include scoping and appraising potential schemes, through to procurement of professional teams and development partners.

The Head of Meridian Water Regeneration will manage a programme of complex development projects to £1bn in value.

The Head of Meridian Water Regeneration will champion good design for Meridian Water team, manage a large team of multidisciplinary professionals and associated budgets, work with a network of external consultancies, developers, private landowners and community representatives to realise the placemaking aspirations.

The Head of Meridian Water Regeneration will be a key part of the senior Meridian Water team working closely with internal colleagues and external project teams. You will bring market knowledge and a desire to apply this within a client-side organisation on a fantastic regeneration project. It is expected that you will have held similar positions with either private developers or in the public sector.

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

The post holder will be responsible for the monitoring and management of substantial capital works budgets up to c£1bn.

2. Structure Chart: See Appendix 1

3. Number of direct reports:

The postholder is expected to manage , 1 HoS1 and 3 or 4 Senior Development Managers. You will directly manage no more than 5 members at staff at a time.

The post holder will manage project teams of up to 15 staff and which include staff from all levels which are of diverse and various professional and technical disciplines, from other services elsewhere in the Council.

Management and supervision of consultants undertaking a variety of complex planning and regeneration activities, including scheme design and development, planning, legal, procurement and development appraisal and viability.

To advise and train staff to ensure they are kept up to date with current techniques and practices for which the postholder is responsible through day to day contact and regular team meetings.

To carry out performance appraisals and workload management.

4. Nature of reporting relationship between post holder and line manager:

The postholder will report to the Commercial Programme Director and have monthly 1-1 meetings with line manager and attend regular team meetings.

It is expected that the postholder will provide briefings and presentations to Members, including Lead Cabinet Members and the Chief Executive, as appropriate.

Management of external consultants commissioned to deliver housing, infrastructure and environmental regeneration projects. The post holder is expected to supervise the input into regeneration projects of other members of staff from across the council through cross departmental matrix working groups. Close working with local community groups, community leaders and other council stakeholders and to develop effective partnerships and build relationships with key internal and external stakeholders.

The post holder is expected to use relevant Project Management Systems (e.g. Verto, Covalent, MS Project) and principles in the preparation, reporting, delivery and monitoring of regeneration projects.

Key Accountabilities:

Accountabilities

To ensure a robust framework of project and programme management for Meridian Water so it delivers on its objectives and which complies with governance rules.
Ensuring that up to date reporting and data is available across the programme.

1. Performance and relationship Management.

Ensure the project is delivered in line with brief and expectations. Regularly monitor and report on performance of all aspects of the project including consultants and developers. Ensure quality is being delivered at every stage. Develop effective strategic relationships with key suppliers and partners. Explore opportunities to improve outcomes in terms of return, design and delivery at every stage.

Ensure value for money from architects and technical advisors with robust procurement processes and contract monitoring mechanisms.

Lead the team of up to 10 staff members and undertake line management duties. Report to Commercial Programme Director lead on a regular basis. Submit bi-weekly highlight reports to Meridian Water Programme Board to ensure coordination and integration with the rest of Meridian Water workstreams.

2. Scheme development.

Lead areas of the development programme including viability, brief, community engagement, planning, social value, procurement, and design. Ensure that the team are adopting best practice on all their individual schemes.

Working with the Commercial Programme Director on phase delivery strategy, scoping delivery routes and potential development partners

3. Project delivery.

Lead on developing planning strategies for the delivery of Meridian Water. Prepare outline planning applications and manage Grampian conditions and S106 agreements throughout RM processes on phased delivery projects.

Ensure each of the internal and external teams have appropriate systems in place. Including project initiation documents, project plan, business case documentation, risk management and budget planning. Produce reports in accordance with corporate performance management requirements.

Working with the Commercial Programme Director, Lead tendering and negotiation processes to appoint delivery partner(s) which deliver best value to the Council and secures outcomes in line with corporate objectives for the scheme

Provide high level support for strategic negotiation processes with key landowner and developer interests, in order to achieve comprehensive scheme delivery in line with corporate objectives whilst minimising risk to the Council and delivering a commercially viable outcome

Delivery of commercial lettings strategy, which will provide a targeted marketing approach to letting ground floor spaces

4. Procurement.

Working with the Commercial Programme Director; lead the procurement strategy when appointing delivery partner(s), consultants and contractors delivering best value to the Council and securing outcomes in line with corporate objectives for the scheme. Oversee all aspects of the tender process including preparation of contract documents, negotiations and contract terms. Liaison with colleagues in procurement and legal teams as required. Secure the necessary approvals.

Working with the Head of PMO, Lead on developing procurement strategies to undertake above OJEU level commissions to establish a multidisciplinary team of architects, planners, civil engineers and transport planners to ensure appropriate capacity and skills to deliver the task assigned. Manage and monitor contracts and forward plan for future

<p>procurement activities.</p> <p>Lead on establishing a Meridian Water masterplan and input into Local Plan development process. Ensure alignment with the Council's plan-making milestones</p>
<p>5. Reporting. Monitor and control budget expenditure and financial performance relating to scheme development and delivery, in line with corporate financial regulations. Report against plan, programme, appraisals and any other relevant KPIs</p>
<p>6. Design Management. Ensure that the scheme develops in line with expectations. Ensure the masterplan is coordinated against the updated financial model as well as the phase by phase housing delivery strategies and the Council's financing/funding plans for the project.</p> <p>Lead on ensuring that the technical studies and evidence base underpinning the masterplan are robustly tested. The technical studies include a suite of sitewide infrastructure themes which are not limited to the following:</p> <p>Lead on identify placemaking and sustainability funding opportunities and secure funding where appropriate. Ensure funded projects are delivered effectively within the agreed terms.</p> <p>Lead on producing Design Guides and Codes to establish quality standards and sustainability objectives.</p> <p>Direct masterplanning design efforts of the project team to encompass viable and sustainable outcomes.</p> <p>Provide strategic design steer on all projects and challenge design solutions where necessary. Propose creative and innovative design solutions and implement.</p> <p>Lead on developing placemaking vision and a suite of placemaking strategies to maximise development potential and to ensure place activation. Ensure the strategies enable a fully integrated environment, covering housing, non-residential spaces, landscape and public space.</p> <p>The placemaking strategies must cover lettings, management and spatial requirements based on needs analysis as well as market trends. Most importantly the curation of non-residential spaces must prioritise the needs of Enfield's residents and local businesses. The essential social infrastructure needs must be met through the non-residential spaces including healthcare, nurseries, community facilities, schools and local shops.</p>
<p>7. Undertake promotional activities to raise the profile of project delivery in Meridian Water at a local, regional and national level.</p> <p>Establish and maintain productive working relationships with local community groups and ensure that they are engaged and involved</p> <p>Ensure that the programme is designed to fulfil the commitment that local people are the principal beneficiaries of the investment</p>
<p>8. Develop and maintain stakeholder relationships including Government departments, GLA, TfL and other strategic partners to maximise opportunities for investment and partnership working. –</p> <p>Work closely with a range of strategic stakeholders including DLUHC, Homes England, GLA, TfL, Environment Agency, DfT, other councils to secure investment into the project and deliver on strategic projects and affordable housing</p> <p>Work in partnership with the relevant public sector bodies to enable the delivery of social infrastructure including health and education</p>

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| <p>9. Work in collaboration with members, officers, stakeholders and potential partners/developers to ensure compliance with council policy, vision and values in achieving development objectives.</p> |
| <p>10. Carry out all accountabilities and any other duties in compliance with the Council's Policies and Procedures</p> |

Key Relationships (Internal and External):

- Regular key relationships on a one to one basis include other senior and professional officers within the council, council members, community groups and residents, partnership organisations, the GLA and other government and public sector organisations, statutory undertakers, area partnership members at a senior level, developers and landowners within the borough, senior officers in adjoining boroughs The Leader and Deputy Leader of the Council; Regeneration Cabinet Lead; other Cabinet members; chairs of Scrutiny Panels and individual Council members from all political groups
- The Chief Executive, Directors, Heads of Service and other officers as appropriate
- Enfield's MPs, GLA family and MHCLG
- Developers
- Lead consultants for specialist services
- Landowners, Leaseholders and Agents
- Residents and businesses directly affected by regeneration proposals
- Representatives of public, private and voluntary sectors agencies with whom the Council may work in partnership
- Internal colleagues in the Property & Economy and Housing & Regeneration, Property Services, Urban Design, Planning Policy, Legal Services, Finance Services, Development Management, Environment
- Representatives of the local, national and trade media

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Other duties & responsibilities:

This Job Role Profile is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your post and in addition, as a term of your employment, you may be required to undertake various other duties as may be reasonably required of you. This includes making yourself available to participate in a range of corporate initiatives as determined by your Line Manager. These could include activities such as participation in the Civil Emergencies Planning Rota, supporting the Scrutiny function, actively leading/participating in a range of cross-functioning review and working groups.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Head of Meridian Water Regeneration

Grade: HOS2

Department: PLACE

Team: Meridian Water

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<p>Job Specifics – Skills, Experience, Knowledge & Abilities</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Proven experience as a manager of diverse project teams in a senior position 2. Extensive experience of the entire capital project life cycle and what is involved at key stages, with a focus on placemaking, viability, planning, pre-construction, and sustainability 3. Knowledge and proven experience of leading the development of complex regeneration projects with a sound knowledge of the technical, legal, commercial and socio-economic factors that affect and influence major projects 4. Knowledge and experience of negotiating development agreements, land disposals, joint ventures and professional appointments on large and complex regeneration schemes 5. Extensive experience of developing design documents including design guidelines, codes and technical briefs. 6. Extensive experience and knowledge of the planning system, including overseeing strategic or major planning applications. 7. Experience of working with local communities and of delivering social value outcomes for local people 8. Possess the highest level of accountability, decision making authority, and resourcefulness and have the ability to establish, develop, and maintain relationships across stakeholders 	A/I

<p>9. Extensive experience of interrogating and analysing a range of relevant technical data and concisely conveying a clear message to decision makers; examples include but are not limited to planning and associated technical studies, urban design and architectural plans, socio-economic data, development appraisals and financial models, tender documentation and land agreements</p> <p>10. Ability to think strategically while remaining closely involved in the necessary detail</p> <p>11. High emotional intelligent and able to demonstrate key leadership skills</p> <p>Desirable:</p> <p>12. Significant knowledge and understanding of regeneration and economic growth issues in London</p> <p>13. Significant understanding and experience of the management of complex and long-term initiatives and projects and associated governance processes including public sector procurement</p>	
<p>Behaviours</p> <p>Appropriate behaviours are key to the delivery of our vision for Enfield.</p> <p>We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;</p> <p>Take Responsibility</p> <p>We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.</p> <p>Open, Honest and Respectful</p> <p>We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.</p>	<p>AI</p>

Listen and Learn

We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.

Work Together to find solutions

We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.

Candidates: Please ensure you address these behaviours in your responses to the essential (and desirable if applicable) criteria above

Competencies:

Candidates: Please ensure you address these competencies in your responses to the essential (and desirable if applicable) criteria above.

- 1. Customer focus
- 2. Deliver service performance
- 3. Focus on continuous improvement
- 4. Political awareness and context

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Qualifications & Professional registration criteria

Candidates: Please ensure you address these qualifications in your responses to the essential (and desirable if applicable) criteria, you will be expected to meet these requirements of the role and they will be explored with you at interview.

- 1. RICS or similar qualification
- 2. A property/ planning/ design related degree or equivalent

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Special requirements

Candidates: Please note you will be expected to meet these requirements of the role and they will be explored with you at interview.

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Appendix 1 – Structure Chart

