

JOB PROFILE: FUTURE HIGH STREETS FUND PROJECT OFFICER	Grade: G
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the FHSF Programme Manager, play a key role in establishing and delivering projects that form part of the wider programme management of Tamworth's £38m Future High Streets Regeneration Programme, ensuring all assigned projects are delivered within the agreed scope, time, cost and quality. • To work as part of the professional teams required by each relevant project. • To provide project management and contract management services as required to support the development and delivery of the Tamworth FHSF physical regeneration projects. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in one or more of the following specialisms; surveying, regeneration delivery; partnership working; development planning; project management; project implementation; commercial property. • Experience of developing and managing construction projects • Experience of managing financial resources • Experience of appointment and management of multi-disciplinary teams of consultants • Experience of public sector procurement processes • Experience of risk management processes and procedures. • Understanding of heritage based Projects
<p>Functional Responsibilities: key responsibilities include -</p> <ul style="list-style-type: none"> • To contribute to the development and delivery of the FHSF projects • Leading assigned projects from the client side • Supporting the flagship College project and take full accountability for and lead on assigned projects, such as; Castle Gateways; Middle Entry enhancement, an Enterprise Centre and St.Editha's square redevelopment. • To produce, maintain and review comprehensive, integrated project plans and other relevant project documentation to enable the projects to be managed against a clear set of defined deliverables and milestones • To effectively manage projects' risks through identification, counter-measures and contingency planning. Develop and manage risk and issues logs, and monitoring, updating and reporting progress against the logs • To monitor project budgets and expenditure forecasts, assisting delivery of the projects to an agreed budget, providing updates on a regular basis and the provision of management information in respect of budget setting. • Plan, prepare and conduct meetings, workshops and presentations 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Relevant degree, professional qualification such as RTPI, RICS, IED, or experience in construction, physical regeneration and / or surveying • Knowledge of regeneration practices, legislation and policy • Knowledge of national / regional / local organisations involved in regeneration • Knowledge of relevant IT systems and software such as Microsoft Project • Knowledge of public procurement; the financial and legal regulations regarding procurement • Knowledge of Health and Safety and DSE regulations • Ability to communicate and present complex matters effectively, both orally and in writing, to a range of audiences • Ability to interpret complex data; high level literacy and numeracy; good report writing and presentation skills • Ability to lead and contribute effectively at meetings • Highly developed influencing and negotiating skills. • PRINCE2 Foundation or equivalent training or experience with the ability to plan, co-ordinate and manage multiple complex projects including preparation and maintenance of project documentation and the management of risks and issues • Ability to manage, control and schedule budget and resources • Ability to interpret and produce technical specifications

<p>for a wide variety of audiences</p> <ul style="list-style-type: none"> • Develop and oversee customer engagement programmes and initiatives ensuring that customer views and requirements are clearly communicated and included in decision making and planning processes • Directly deliver, or prepare briefs and externally commission specialist advice to assist with the development and delivery of the FHSF physical regeneration projects such as development agreements, legal advice, marketing, landscape architecture, highways and urban design • Promote collaboration between delivery partners where there are opportunities to enhance deliverability and impact and minimise duplication/conflict • Provide advice on planning applications and pre-application enquiries in respect of the FHSF regeneration programme • Undertake all corporate requirements on health & safety, equal opportunities, data protection, safeguarding, risk management and financial regulations • Represent the Council at external meetings as required • Deputise for the FHSF Programme Manager as required • Preparation and submission of bids for external funding 	<ul style="list-style-type: none"> • Ability to understand the needs of businesses, partners and stakeholders • Ability to keep accurate records according to agreed systems • Ability to manage conflicting demands • Excellent organisational and interpersonal skills • Consistent attention to detail • Ability to work on own initiative, operate effectively as a team member and work in partnership with other officers from the Council and external organisations • Ability to supervise multi disciplinary teams of consultants from varying technical specialisms.
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • Contribute to the development of policy in relation to regeneration and development of the FHSF sites. 	<p>Attributes</p> <ul style="list-style-type: none"> • Self-reliant, initiator, motivator, finisher • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of other officers
<p>Additional Duties</p> <ul style="list-style-type: none"> • Be able to work evening, weekends and/or bank holidays to carry out consultations or attend Committee meetings • Any other reasonable duties commensurate with the grade and general nature of the post 	