



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place
Post Title	Regenerative Policy and Project Manager
Post Number	
Accountable to	Regenerative Development & Inward Investment Manager
Leadership responsibility for	Responsible for leadership and delivery of regenerative policy and projects Matrix Management with Planning, Participation, Housing Contract and external management required No line management
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	August 2024

Job Description - Principal purpose of job (role summary)

As Regenerative Policy and Project Manager you will report to and support the Regenerative Development & Inward Investment Manager to deliver: place making policy and direct delivery of projects.

The post holder will manage, lead and coordinate across the Councils and with external partners to develop creative and innovative policies to address regenerative place based challenges. You are required to have the ability and insight to take a blank sheet of paper and develop a range of creative and innovative solutions to address the challenging social economic issues impacting Adur and Worthing. With a growth mindset you will use tools such as theory of change and root cause analysis to develop insight to understand problems and develop strategies to get to the crux of the issue. As a manager leading policy and projects, you are expected to be highly creative with a high level of problem solving skills finding the resolution to problems. You will be working with a diverse range of subjects requiring a wide range of expertise and skills to be able to adapt to working at times outside of defined policy where required.

The post holder will develop evidence based policy on which to build regenerative place making strategy. Taking ownership of the full policy life cycle from getting to the root cause of the issue, leading informed research to identify the problem, using diverse networks and insight to design policy options. This will involve the close working with CLT and Members to provide evidence, insight and support to develop, influence and enable their vision for regenerative development. You will prioritise and adopt an agreed approach, and then implement and deliver with continuous monitoring and evaluation to track progress and measure impact. Your decisions and influence will have significant implications for the Councils and significant effects on the wider team and external stakeholders. Therefore you must apply the full life cycle of outstanding public policy development and project management implementation as your work will set the standard for the Councils work in this space. Your ability to make changes, influence and use data and insight, including on decisions which could be contentious, will require strong leadership skills.

In delivering projects, the post holder will lead and work in partnership with other directorates of the councils to lead projects within budget and resource envelope - ensuring full ownership of the project lifecycle, including business cases, procuring delivery solutions via development agreements and construction contracts. Internal and external oversight and assurance of the programme, cost, design, quality and risk. Commissioning of specialist internal and external resources to ensure projects are delivered within and to budget, and that effective, proactive medium term financial and service strategy is in place to increase impact, reduce net costs and achieve outcomes. The outcomes of your work will have significant implications for the Councils and the teams you work with. It is vital, therefore, that you deal with the range of complex and contentious matters you face with persuasion, advocacy, and sensitivity.

Given the nature of policy and project delivery, this role is subject to deadlines involving changing problems, circumstances or demand. Regeneration has high levels of political and public scrutiny and will have to adapt to the evolving situation. Your expertise in delivering high profile, complex schemes/projects, and working with a wide range of partners agencies will be tested, with all highly complex and contentious issues and work demands met. This can mean frequent changes often at short notice, therefore the ability to prioritise frequently conflicting work deadlines, and manager changing circumstances is essential.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

You will be responsible for developing effective multi disciplinary teams from across the organisation for missions based work, ensuring you have the right people to deliver the required outcomes and ensuring:

- Collaborative practice
- Clear communication
- Clear definition of tasks and responsibilities
- Clear goals, objectives and strategies
- Recognition of and respect for the competence and contribution of each team member
- Competent leadership

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles
Work to make teams more representative of the communities they serve in terms of equalities and inclusion
Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation
Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly
Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option
Drive your projects and policies to focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development
Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes
Provide an excellent employee lifecycle experience, including onboarding, quality conversations and appraisals and development opportunities. You will undertake an investigatory management role or hearing manager role in regards to employee relations cases, working to uphold our Council's values and behaviours.
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

Under direction from Regen Board / CLT, design and develop ambitious, creative and innovative regenerative development policies and strategies that address the root cause of the desired issues. Effective use evidence to inform and articulate options, identifying and working with diverse stakeholders to improve policy and strategy work.
<ul style="list-style-type: none"> • In partnership with teams across the Councils, manage development and regeneration opportunities, with end to end programme, financial and ongoing risk management, to ensure successful outcomes, including meeting community expectations, maximising capital investment return; and achieving fiscal/social aims and ambitions
<ul style="list-style-type: none"> • Leading the development of the Monitoring, Reporting, Evaluation and Learning to understand and implement lessons learnt and demonstrate project/policy impact of Regen policies and Projects
<ul style="list-style-type: none"> • With delivery managers and major programmes boards - provide informed data and insight to support corporate decision making and risk management
<ul style="list-style-type: none"> • Manage development opportunities and capital projects to meet required legislation and deliver financial performance. Ensure the delivery of high quality, safe, compliant and environmentally sustainable new homes and communities to achieve high levels of customer satisfaction.
<ul style="list-style-type: none"> • Ensure best practices are followed, costs are controlled, and the department maximises contribution to the Council's strategic objectives.
<ul style="list-style-type: none"> • Maintain and develop effective professional internal and external networks that will add value to Adur & Worthing's development and capital works
<ul style="list-style-type: none"> • Promote and ensure collaborative working with other departments to ensure effective delivery of development targets and plans.
<ul style="list-style-type: none"> • Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities
<ul style="list-style-type: none"> • Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
Manager Competencies	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p> <p>Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively</p>

	Essential	Desirable
Qualifications	A degree or other relevant qualification with significant demonstrable work experience in public policy and/or project delivery	Recognised project or programme management qualification Masters in Business Administrations Masters in Public Administration
Knowledge	Detailed knowledge of public policy development and ability to design and implement impactful strategic policy Advanced knowledge of the delivering regenerative development and strategic place making initiatives across a wide range of disciplines and areas of expertise Ability to deliver high profile, complex schemes/projects, working with a wide range of partners agencies	Conversant with the various stages of the RIBA Plan of Work Conversant with the principles of strong Project Management e.g. Prince 2 Deep understanding of district councils, services, and community participation
Experience	Experience of drafting and implementing impactful, innovative and creative public policy (including research, design, delivery and evaluation) Budget management and fiscal control with the integrity and experience to hold responsibility cost effective project delivery Experience of project delivery and applying project management methodology Ability to lead the respond to the climate emergency by ensuring services and projects transition to low carbon delivery models at pace	Experience in housing delivery, and/or protecting and recovering nature and biodiversity Experience in leading inward investment and successfully applying to funding rounds/schemes
Communication	Demonstrable ability and resolve to lead (as well as manage), motivate and empower teams and individuals in pursuit and achievement of agreed goals	

	<p>To demonstrate commitment to the values of the organisation through personal example and leadership</p> <p>Excellent presentation skills - the ability to deliver a compelling message to a variety of audiences.</p> <p>A confident communication who can build rapport, exert influence, and successfully negotiate with others within complex and sometimes competing environments</p>	
Relationship Building	<p>Ability to forge productive, mission aligned relationships across the business and with external partners</p> <p>Ability to initiate and develop mutually beneficial relationships with partners to enable delivery of our place making objectives</p>	
Analytical	<p>Ability to analyse and manage complex data sets, including financial modelling, quantifying risk, and ability to effectively plan for future eventualities to inform strategic priorities</p> <p>Expert programme management and ability to organise complex, diverse work programmes and projects</p>	
Planning/ Organising	<p>To be innovative in response to new requirements and circumstances, translating ideas into practical actions.</p> <p>To manage the delivery of change, demonstrating a high critical thinking capacity and willingness and enthusiasm to challenge existing arrangements and methods</p>	<p>Effectively plan and monitor through all the gateways/stages of project delivery, taking an cross-organisational approach to ensure effective resource management, including monitoring and evaluating of strategically significant policy, investment and delivery provision across regenerative development</p>

Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction (if applicable) Ability to work with complexity and ambiguity Able to travel within the Adur and Worthing Districts You may be required to attend and present at meetings and events in the evening / out of hours	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	