

## Role Profiles

### Role information

Job Title	HOS – Regeneration & Economy	Position No.	HR use only
Position type	<b>Permanent</b>	Hours per week	37
Grade and Salary Range	Service Head 1 - £85,381 - £96,223 (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Regeneration and Economy		
Responsible To	Executive Director - Development	No. of employees	Circa 20
Budget (£)	£20-50m	Assets	0
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is politically sensitive		

### Role purpose

To lead the Regeneration & Economy service and the delivery of the Council's inclusive economy agenda. The service area includes the following functions:

- Economic Development
- City Centre Management
- Regeneration, Development & Project Management
- Green Transport

The role will need to join the dots between these functions, making them greater than the sum of their parts. You will need to add genuine value by providing leadership, strategic direction and co-ordination, across strategy development, programme management and the delivery of projects from concept through to completion.

We are first and foremost looking for a place-maker, but also someone who can get things done and with a track record to prove it. You will need to have a passion for the built environment, but also understand the importance of people and communities, and put them at the heart of everything you do. We need someone who has initiative to take things forward and spot new opportunities, and who ultimately can deliver against an ambitious agenda.

Working in partnership will also be critical. You will sit on the Development Directorate's management team, working closely with the Executive Director for Development, and alongside the Head of Planning Services and Head of Assets & Property. You will also need to build strong

partnerships and relationships across the Council, our wholly owned companies and Joint Ventures, to deliver our shared corporate agenda.

Oxford City Council is a key organisation within the growth agenda county-wide and across the Oxford Cambridge Arc. You will need to work closely with the wider public, private and third sectors across all these geographies to maximise investment and partnership opportunities.

To act as a Board Member or client for one or more of the Council's owned companies and Joint Ventures, as required.

## **Role responsibilities and main duties**

- To lead the council's Regeneration & Economy service.
- To be accountable to the Executive Director – Development, developing and supporting operational managers both within and outside the service and ensuring service objectives and targets are delivered.
- To help shape the service area, creating formal and informal structures and partnerships to ensure strategic opportunities across the city are maximised
- To be a leading place maker within the organisation, working closely with the planning policy team to co-produce masterplans, spatial frameworks and strategies, and then work with partners to turn them into reality.
- To development and maintain strategic relationships with partner organisations across many cross-cutting activities and projects.
- To help define and act as part of the senior client function for the Council's wholly owned companies, including Oxford Direct Services and Oxford City Housing Limited, building strong relationships, but ensuring robust systems are in place and an effective check and challenge support as an advisor to the Shareholders
- To develop and evolve a shift towards more locality focused working across the service area, to improve our understanding of local opportunities, partnerships and needs, towards the delivery of better outcomes
- To oversee the Council's Project Management Office, providing governance and oversight to the Council's capital programme, working closely with the finance team
- To deliver and refresh, as appropriate, city-wide and area focused economic and regeneration strategies
- To work across the public, private and third sectors to deliver new and innovative development opportunities, including site development, reuse of existing buildings, the provision and operation of workspace and meanwhile activity
- To work with OxLEP to ensure the city informs and/or delivers economic development interventions in and around the city around inward investment, skills, sector specific interventions and business advice & support
- To work with the Oxford Strategic Partnership's Economic Steering Group to help shape economic development activity in the city and to develop and promote the programme of inclusive economy work, including community wealth building, the Oxford Living Wage, local procurement and social value maximisation
- To oversee the city-centre management function and to co-ordinate the Council's activity in this area across a range of different service areas. To work with the City Centre Taskforce and Talk of the Town to ensure the Council's work in this area is responsive and undertaken in partnership with stakeholders
- To secure external funds and support and champion the delivery of regeneration, growth and infrastructure projects in the city, including Oxford Station, Cowley Branch Line, Oxpens Ped/Cycle Bridge, Oxford North and Blackbird Leys Estate Regeneration
- To shape, manage and deliver the Council's major capital projects, overseeing the development and project management team to ensure effective project delivery. Projects will include mixed-use development, workspace, public realm, community centres and meanwhile projects

- To shape, co-ordinate and provide leadership for the regeneration of Oxford's West End, bringing together the land owners, securing funds and delivering infrastructure and shaping the place-branding and inward investment offer, including the West End Innovation District concept
- To bring forward the redevelopment of the Grenoble Road urban extension, including the procurement of a development partner and establishing and supporting the future partnership arrangements with land owners
- To oversee the Council's green transport agenda, working in partnership with Oxfordshire County Council and other stakeholders to promote and deliver active travel and green transport interventions, including the delivery of the Connecting Oxford traffic congestion management proposals and the Oxford Transport Strategy refresh, to set the framework for the re-prioritisation of road space towards active and public travel modes.
- To be responsible for the financial and operational performance of the service, ensuring services and projects are delivered and compliant within the Council's constitution and quality standards, budgetary control, and according to relevant legislation and Council policies. To ensure adequate staff resources are in place and budgeted for, including working to ensure appropriate capitalisation of staff resource where appropriate and securing external funds to support posts.
- To stimulate and manage change to ensure a culture of continuous review and improvement is embedded within the service so that 'traditional thinking' is challenged and innovation pursued.
- To deploy effective decision making skills – demonstrating the ability to think strategically and tactically how the implications of the overall outcome/s will affect their overall goal/strategy and how to secure successful implementation and management of risk.
- To apply political awareness to leadership and service delivery, use initiative to recognise emerging problems and pro-actively demonstrate strong leadership skills in influencing and problem solving techniques to reach solutions.
- To take the lead by demonstrating personal responsibility and modelling expected leadership behaviour and competencies that reflect the council's culture and ambition.

#### Council Owned Companies and Joint Ventures

##### Company Directorship Responsibilities (where required):

- To comply with the legal responsibilities of a Director for one or more of the Council's companies (as required), recognising and complying with your fiduciary duty and the Articles and Board Terms of Reference.
- Where acting as a Director for Council's companies you will seek to ensure the company's compliance with the provisions set out in any relevant Shareholder's Agreement and recognise the duties and responsibilities owed to shareholders.
- Where in the course of your duties as Director of a Council company there is a material conflict between your role as company Director and the interests of the Council you will refer such conflict to the Chair of the company and play no part in any decision making process of that company in relation to the specific conflict.

##### Lead Officer Responsibilities (where required):

- To maintain oversight of progress against strategically important projects within the companies' and Joint Ventures' business plans, identifying blockages or issues and actions that the group might take to resolve / mitigate.
- Work with the Corporate Management Team (CMT) to support the function of an effective client of the companies and JVs.

- To support and strengthen the ability of the Managing Directors, Board, and company/JV staff (as appropriate), in working with the company and Joint Venture boards to fulfil the aims of the Council.
- To provide informed and effective advice as advisors on matters going to the Shareholder and that this advice is discussed with the Managing Directors to resolve any issues in advance of Shareholder meetings.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

## Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Educated to degree level or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Significant experience at a senior level of successfully leading a service area or team focused on the built environment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A strong track record in place-making, regeneration and development activity, with both a strategy and a delivery focus, alongside an understanding of the issues relating to new build development, estate renewal and urban regeneration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to date knowledge of policy issues relating to regeneration, transport & movement and the economy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective financial planning and budget management skills, experienced in both capital and revenue budgeting.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A good understanding of capital project and programme management. across the project life cycle,	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Results focussed. Demonstrating effective delivery capability, ability to manage programmes of activity and to deliver key projects on time and within budget.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A good understanding of economic development and city centre management issues, opportunities and challenges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A clear understanding of the challenges in local government and of the social policy issues to be faced in a multi-cultural city.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership working – experience of working in and managing collaborating partnerships to deliver large scale projects. Demonstrating a high level of understanding and commitment to diversity and community cohesion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lead, manage and develop individuals and team to promote high performance and innovation in support of excellent service delivery.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leads and manage conflicting and competing priorities effectively, keeping team performance on track, using innovative approaches to deliver solutions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication, including report writing. Demonstrating the ability to negotiate and influence at all levels to promote a positive reputation for the council and service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate high standards for personal performance and shows determination to meet goals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Desirable Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
Evidence of continual professional development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional qualification/accreditation in a relevant built environment sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.