

CANDIDATE BRIEFING PACK

Head of Regeneration and Sustainability

Prepared for Royal Sutton Coldfield Town Council

July 2024



Penna

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Welcome Letter

Dear Applicant,

Thank you for your interest in a role with Royal Sutton Coldfield Town Council. I am delighted that you are considering joining our team.

Royal Sutton Coldfield Town Council is one of the country's largest Town Councils. As the tier of local government which is closest to its residents, we can make a real difference to our local residents and communities.

We have with big ambitions for Regenerating the Town Centre, improving the Town's parks and green spaces and providing more services for the local community.

With significant developer interest in our Royal Town, and substantial government funding available, now is an exciting and opportune time to join our team.

We are now recruiting for two roles that will be critical to our success.

Head of Regeneration and Sustainability

You will play a leading role in supporting the Town Centre Regeneration Partnership and the Town Board, to drive forward and deliver multiple complex projects. You will represent the Town Council in delivering the Sutton Coldfield Town Centre Masterplan, managing partnerships, contracts, budgets and developing bids for new resources.

Head of Open Spaces and Environment

A role that champions biodiversity and sustainability. You will manage the Town Council's Town Ranger Contract, develop and oversee a range of improvements of the Town's public open spaces, allotments, and future greenspace assets, delivering complex projects while balancing strategic priorities.

Join us and help ensure that the Royal Town of Sutton Coldfield continues to be a great place to live, work and visit.

I am really looking forward to seeing your application and to working closely with the successful candidate.

Best wishes,

Olive O'Sullivan MBA FSLCC

Chief Executive Officer

Royal Sutton Coldfield Town Council

Advertisement



Head of Regeneration and Sustainability

SCP 47 – 49 £56,648 - £59,418 (2024/25 Pay Award Pending) + benefits + flexible working

Royal Sutton Coldfield Town Council is one of the country's largest Town Councils, serving over 100,000 people. We have bold plans for our Royal Town and big ambitions. Behind our aspirations is significant investment earmarked for regeneration and transformation. It's a hugely exciting time – especially for our Head of Regeneration and Sustainability. If you have relevant experience, including managing partnerships, contracts, and budgets, you could take on a role where you'll deliver vital objectives. Interested?

You will:

- Represent the Town Council to deliver all facets of the Sutton Coldfield Town Centre Masterplan (SPD)
- Play a leading role in supporting the Town Centre Regeneration Partnership and the new Town Board, to drive forward and deliver multiple complex projects.
- Lead in coordinating the delivery of other related initiatives, such as the Active Travel Delivery Plan and in developing bids to attract new resources to the Town.
- Build and maintain a range of relationships - statutory and other key partners, developers, local businesses, and community groups - to ensure Sutton Coldfield Town Centre and other areas across the town remain a great place to visit, live, work and invest.

It's a broad role that demands both an operational approach and a strategic mindset. You'll also need to be used to development planning and dealing with senior stakeholders. In other words, you'll be working at a high level within Regeneration and Sustainability, and influencing contacts at the very top, so you'll need the ability to collaborate and maintain positive working relationships. If you're a tactful negotiator, so much the better – you understand business constraints whilst representing the Council's best interests. Problems on the horizon? You will also be a forward thinker, working closely with the Chief Executive to resolve any issues.

Finally, if you are able to deliver and monitor the performance of complex projects, balancing strategic priorities with day to day problem solving, we would love to hear from you.

We are a small, cohesive team and we hope you will help maximise the opportunities ahead of us, for the benefit of our community. Join us and help ensure that the Royal Town of Sutton Coldfield becomes an even better place to live, work and visit.

Job Description



ROYAL SUTTON COLDFIELD TOWN COUNCIL

Job title: **Head of Regeneration and Sustainability**

Responsible to:	Chief Executive Officer
Grade:	SCP 47 – 49 £56,648 - £59,418 (2024/25 Pay Award Pending)
Hours:	Full time (37 hours). Some evening and weekend meetings required
Place of work:	Royal Sutton Coldfield Town Council (B74 2PG)

Job purpose

To be responsible for and lead on the implementation of priorities in the Town Council's Strategic Plan in relation to Regenerating the Town Centre and Planning for a Sustainable Future and be instrumental in the implementation of the Town Board's priorities.

To establish and build partnership and productive working relationships with senior managers in partner organisations, public agencies and statutory bodies (including Government), communities, local businesses and developers, to facilitate achievement of the Town Council's strategic objectives and the Town Board's investment priorities.

To support the delivery of the regeneration strategy for Sutton Coldfield Town Centre working with partners and other stakeholders, through the Town Centre Regeneration Partnership, the Town Centre Delivery Group and the Town Board to coordinate, drive forward and deliver multiple complex projects.

To influence the plans of partner organisations and private businesses to support investment and growth as well as leading the development of regeneration and other funding bids to ensure the Council derives maximum benefit from external funding opportunities.

To plan, manage and control multiple project schedules and overseeing the design and delivery of projects within budget and timescales.

Duties and Responsibilities

1. Represent Royal Sutton Coldfield Town Council in working to deliver on all aspects of the Sutton Coldfield Town Centre Masterplan SPD and the Town Council's priority of Planning for a Sustainable Future.
2. Work with the Town Council's professional experts to provide advice and expertise to the Council on all aspects of regeneration, planning, growth and sustainability.
3. Engage with a range of partner, community, local business and other key stakeholders with different interests to represent the Council's best interests and negotiate desired outcomes.
4. Lead engagement with developers and partners, including business sectors, to facilitate achievement of strategic objectives.
5. Maximise opportunities to achieve sustainable growth and supporting infrastructure for successful new and existing communities.
6. Convene, coordinate and participate in all relevant Committees, cross-sector partnerships and working groups in relation to the Council's strategic priorities of regenerating the town centre and planning for a sustainable future, including the Town Centre Regeneration Partnership, the Town Centre Delivery Group, the Town Board, the Town Council's Planning & Highways Committee and the Town Council's Active Travel working group.
7. Develop and deliver short, medium and long term actions and project plans for each concurrent aspect of the Town Council's strategic priorities of regenerating the town centre and planning a sustainable future, ensuring that programme interdependencies are captured in the design and delivery of projects.
8. Design and deliver projects funded from the Sutton Coldfield Long Term Plan for Towns Fund as directed by the Town Board.
9. Ensure sound financial management of projects, overseeing the preparation of capital and revenue budgets, monitoring reports and financial returns to the Council and external funders where appropriate. You will monitor performance against contract specifications and organisational performance by tracking progress and ensuring delivery of plans.
10. Prepare briefs and specifications for the commission of external expert advice and manage their delivery.
11. Procure the supply of goods, services and works ensuring best practice, value for money and adherence with legislative requirements, mandatory guidelines and processes and the Town Council's Financial Regulations.
12. Actively contribute to the senior management team at Royal Sutton Coldfield Town Council and collegiately develop and deliver its strategic priorities.

13. Work with the Head of Open Spaces and Environment, where there are interdependencies between the design and delivery of service projects and programmes.
14. Identify opportunities to attract external funding and, where necessary, prepare and submit funding bids to secure new resources to support.
15. Prepare written and statistical reports for and attend Council, Committees, Sub-Committees and working groups as and when required.
16. Prepare written and statistical reports for funders, against their agreed investment commitments and delivery plans.
17. Work alongside the Chief Executive Officer and the Head of Finance and Governance in preparing draft budgets for Council consideration on Regeneration and Sustainability projects and activities.
18. Manage assigned/delegated budgets, forecasts and advise on reforecasts, to ensure effective financial management of the Town Council's resources.
19. Maintain a working knowledge of changes to legislation and codes of practice and associated licenses, permissions and insurances, as well as an awareness of best practice within the sector.
20. Identify new and innovative ways of working to ensure that Royal Sutton Coldfield Town Council is as effective and efficient as possible in meeting its obligations and requirements.
21. To ensure the Chief Executive is appraised in a timely manner of key and/or sensitive project issues and developments and deputise in their absence.

General

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake any other duties of a similar level and responsibility, as directed by the Chief Executive Officer. The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

The postholder is required to comply with all policies and procedures relating to:

- Equality and Diversity
- Health and Safety
- Code of Conduct
- Data Protection
- Information security and confidentiality

Person specification

	Essential	Desirable
Education	Qualified to degree level in a relevant field or able to demonstrate substantial relevant experience.	Qualification relevant to regeneration and sustainability. Project management qualification.

	Evidence of continued professional, managerial and personal development.	Management qualification.
Experience	<p>Strategic development and management of multi-faceted regeneration or placemaking projects.</p> <p>Experience within senior management or leadership position where change through positive actions and stakeholder engagement has been achieved.</p> <p>Proven ability to translate policy direction and strategic objectives / directives into local plans and actions.</p> <p>Proven high level communication skills, with effective judgement in relationships with colleagues and stakeholders and the ability to negotiate and persuade others where necessary to secure the Town Council's objectives.</p> <p>An understanding of public sector governance and the ability to effectively manage relationships with Councillors, residents and other key stakeholders.</p> <p>Direct working with developers, investors and public bodies to deliver regeneration projects.</p> <p>Project management with track record of successful project delivery.</p> <p>Track record of financial management, including preparing and managing revenue and capital budgets.</p> <p>Demonstrate the ability to develop positive working relationships with a diverse range of customers, stakeholders and organisations.</p>	<p>Local Government knowledge and experience.</p> <p>Experience of working on one or more of the following, planning, public realm, environment and sustainability.</p>
Skills and knowledge	<p>Strategic thinker and problem solver, able to foresee and proactively plan for challenges and opportunities.</p> <p>Solution focused with an understanding of strategic priorities, business constraints, and operational objectives.</p> <p>Able to work under pressure and manage competing and changing priorities, across a range of programme and project schedules.</p>	<p>General understanding of Government policy on devolution in relation to different tiers of local authorities.</p> <p>Experience of using GIS systems, such as ArcGIS.</p>

	<p>Collaborative with a proven ability to build and maintain, excellent, positive, credible, working relationships internally and externally.</p> <p>Able to influence and manage stakeholders' competing interests and negotiate positive outcomes.</p> <p>Able to successfully manage capital and revenue budgets, and control income and expenditure.</p> <p>Able to prepare professional written and statistical reports, letters and presentations and effectively present and communicate these to different audiences.</p> <p>Confident in finding, interpreting and utilising data to support decision making.</p> <p>High standard of ICT skills including the use of MS Office applications to create reports, presentations and spreadsheets.</p>	
<p>Personal Qualities</p>	<p>Excellent interpersonal skills, able to adapt to different settings and interests, including elected members, resident / community groups, commercial organisations, landowners, public bodies and manage competing stakeholder interests.</p> <p>Excellent team player and communicator, able to work collegiately in the pursuit of strategic priorities.</p> <p>Forward thinker, able to anticipate problems and find solutions.</p> <p>Able to handle competing priorities and complex projects, whilst maintaining attention to detail.</p> <p>Resilient, flexible, adaptable, and able to work under pressure and meet deadlines.</p> <p>Able to appropriately adapt style and content to different settings, with statutory and commercial organisations and members of the community.</p> <p>Able to manage difficult situations and conversations with diplomacy, maintaining confidentiality at all times.</p>	

Other

1. Undertake continuous professional development and take responsibility for own learning and development needs.
2. Adhere to and implement the Town Council's policies and procedures, including those around equalities and diversity.
3. Full driving licence and access to a vehicle.

How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
Closing Date	Monday 5 th August 12pm
Final Panel Interviews	TBC

To apply for this role, please click the link below:

[Penna | Job board | Head of Regeneration and Sustainability](#)

For further information or confidential discussion, please contact Kelly Ridley on Kelly.Ridley@Penna.com or call 07709 512415.