

ROLE PROFILE

ROLE TITLE:	Town Centre Project Engagement Officer
POST ID:	TBC
GRADE:	Grade H SCP 33 -37 £29,909 - £32,233 (Three year fixed term)
HOURS:	37 per Week
LOCATION:	Flexible, base will be at County Hall, Usk

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable but not essential.

PURPOSE OF POST:-

As a key player in the Cardiff Capital Region City, Monmouthshire County Council has recently been successful in securing funding for its South East Severnside Regeneration proposals. The Council is keen to deliver on its proposal promises whilst also seeking to replicate its success in other urban centres across the County.

The Town Centre Project Engagement Officer is a new post in the Monmouthshire Business and Enterprise team which will play a supporting role in the development, planning and individual project coordination of a range of regeneration initiatives. Your primary focus will be to assist in the delivery of the South East Severnside proposals (2018-2021) liaising with operational teams on the delivery of the four strategic projects whilst also being involved in the day to day project management of the Urban Centre Property Enhancement Grant in Caldicot town centre.

In addition, it is anticipated that further schemes will also be considered in the other four key urban centres of Chepstow, Usk, Monmouth and Abergavenny. You will therefore be required to project development and delivery support in respect of interventions required to support the local economy. These interventions will need to be based on sound local relationships and an understanding of the needs of local businesses and communities.

This role therefore has a dual purpose:

- To support the Council's South East Severnside Regeneration proposals to ensure it exceeds expectations and achieves overall success; and
- To engage with local business, town and community councils and communities within all five urban centres of Monmouthshire to help support the development and delivery of their regeneration aspirations.

Should you require any further information regarding this post, please contact:
Cath Fallon, Head of Enterprise and Community Development,
cathfallon@monmouthshire.gov.uk Tel: 07557 190969

Closing Date: TBC

Please Note that we are not able to accept CVs

Application forms can be completed online or down loaded via:

www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise. Monmouthshire County Council operates a Smoke Free Workplace policy.

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HOURS:	37 per Week
LOCATION:	Flexible, base will be at County Hall, Usk
RESPONSIBLE TO:	Strategic Lead Urban and Physical Regeneration
SPECIAL CONDITIONS:	N/A

WELSH LANGUAGE ASSESSMENT:

(c) Welsh language skills are desirable but not essential

Enterprise**Who are we?**

Our Purpose:-

Monmouthshire County Council has been reconsidering its role and purpose in a changing public sector landscape. The Council has been posing a new set of questions around its core purpose; redesigning its operating model so that it meets the demands of future generations; rethinking and redefining its relationships with communities and partners to consider, evaluate and implement new ideas and processes that will answer questions about how it will deliver services in the future and what kind of value set and beliefs will best serve this purpose.

The Council has long recognised the need to regenerate the County's urban centres and following news that the Severn Bridge Tolls were to be removed, a proposal was developed which capitalised on the county's enviable centrality, road structure and close proximity to the high growth border areas of the South West and the Midland's 'engine'. The focus of the Council's current regeneration programme is Caldicot, which has the potential to be a major beneficiary of the influx caused by the abolition of the Tolls. The proposal forms part of the Cardiff Capital Region's Regeneration Plan (2018-2021) and is funded via the Welsh Government's Targeted Regeneration Investment Programme, the Local Transport Fund, the Council and private sector landlords.

It is however, anticipated that further schemes will also be considered in the other four key urban centres of Chepstow, Usk, Monmouth and Abergavenny. Strategic support, project development and delivery advice and support will therefore be required to support regeneration interventions and subsequently reinvigorate the local economy.

This role therefore has a dual purpose:

- To support the Council's South East Severnside Regeneration proposals to ensure it exceeds expectations and achieves overall success; and
- To engage with local business, town and community councils and communities within all five urban centres of Monmouthshire to help support the development and delivery of their regeneration aspirations.

Expectation and Outcomes of this Role:-

The activities associated with this role will ensure that the Council has:

- Delivery of key regeneration projects; and
- An ability to shape and steer major development programmes that are forward thinking, future ready and improve the longer term sustainability of the county's urban centres to the benefit of local businesses and communities.

Your responsibilities are to:

- Work with the Strategic Lead Urban and Physical Regeneration to support the development, implementation and management of strategic regeneration projects across the Enterprise portfolio scoping content and timelines to ensure overall success;
- Develop relationships with local business and community organisations to identify local opportunities and issues and seek opportunities for collaboration and economic and community development;
- Work with Town and Community Councils and other interested parties e.g. community groups, Chambers of Commerce, etc. to develop new town centre initiatives, collaborating with and coordinating other departments as needed to bring the initiatives to life;
- Working with the Strategic Lead Urban and Physical Regeneration to assist in the investigation and exploitation of new and existing funding sources, seeking the input of other Council sections in the formulation of project funding proposals as appropriate;
- Undertake research, analyse data and interpret local business need, future trends data to inform project plans and strategic funding applications;
- To support in the development of project bids, financial business plans and financial options appraisals (including the preparation and presentation of affordability analyses);
- Support the procurement of strategic contracts including the development of procurement documentation, establishment and maintenance of clarification logs and dissemination of procurement documentation to the Project Lead, External Advisors and Bidders as directed.
- Monitoring and evaluation of contract performance, coordinating with Council Departments to ensure works and services are carried out in accordance with the performance requirements and terms of the relevant contract or agreement;
- Provide project management support to deliver the objectives and outcomes of strategic projects, including all document control information and

associated backing documents that are needed to effectively manage a project;

- Maintain financial data to monitor project expenditure and provide regular updates to Strategic Lead Urban and Physical Regeneration to include the development and monitoring of financial spreadsheets in relation to capital expenditure and income incurred on the Regeneration Projects Programme.
- Monitor payment of invoices against agreed budgets and support the Team Leader in resolving invoicing discrepancies whilst ensuring timely payments are made;
- Liaise with funding partners as required and prepare, update and monitor project cash flow and liaise with the Resources Department on all financial matters;
- Prepare financial reports and carry out financial reviews as requested by the Team Leader;
- To act as the main point of contact for advice (and specifically on matters relating to finance), support and guidance for all queries relating to the Regeneration projects from internal and external stakeholders;
- Prepare project claims and reimbursements as required throughout the year;
- Assist in the preparation of project progress, issue and risk reports;
- Provide management information for input into the Monmouthshire Business and Enterprise Service Plan; and
- Support liaison with other Sections, Departments and Members within the County Council and with external agencies such as the National Assembly for Wales (NAW), Welsh Government (WG), as well as with other Local Authorities with a view to collaborative working, to ensure co-ordination of projects, initiatives and strategies.

Here's what we can provide you with in order to achieve your outcomes:-

- Full support of the Council as a valued colleague;
- Supportive and flexible line management from the Strategic Lead Urban and Physical Regeneration;
- Support from the Monmouthshire Business and Enterprise team, collaborative working to achieve excellent outcomes. Pooling resources and accessing internal expertise where possible; and
- A pleasant working environment with an ability and freedom to work on an agile basis.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- Degree or equivalent in a related field with a minimum of one year's relevant project management experience;
- Hold or working towards a recognised Project Management Qualification such as Prince 2 (Practitioner Level) or equivalent.
- Hold or working towards a post graduate qualification in a related and/or relevant field;
- Experience of working on medium to large projects (including the development of strategic project and procurement documentation);
- Knowledge of project management principles including detailed knowledge in a specific related and/or associated field of expertise.
- Experience of working with external partnerships and other organisations;
- Experience of working with a computerised general ledger and appropriate feeder systems, together with a general understanding of financial procedures;
- General understanding of financial systems and accounting principles in local government;
- Experience of preparation of funding applications;
- Experience of Contract Management;
- Experience of monitoring expenditure against designated cost centres;
- Excellent communication and people skills with the ability to effectively convey information verbally and in writing;
- An ability to demonstrate good customer care and to communicate clearly, concisely and courteously with the public both face to face and over the telephone;
- You are focussed on delivery and have an ability to work independently but also to work in a team;
- An ability to set priorities, manage progress and work within competing deadlines;
- A strong feel for what Monmouthshire County and Monmouthshire County Council is all about;
- Courage. Working in a permissive environment is liberating and fun – but it requires confidence, belief and an aptitude to get on and work with others to make things happen;
- A strong sense of purpose and ability to mobilise all those how share our purpose to deliver great things.
- Personal resilience, resourcefulness, a positive attitude and 'can do' mind-set;
- Quick thinking, a positive approach to late-presenting opportunities and changing circumstances. A splash of risk taking mixed with a detailed and determined attitude for successful delivery.

Should you require any further information regarding this post, please contact: Cath Fallon,

Head of Enterprise and Community Development, cathfallon@monmouthshire.gov.uk Tel:
(07557) 190969
Closing Date: ????

PROFFIL Y RÔL

TEITL Y RÔL:

RHIF ADNABOD Y SWYDD:

GRADD:

ORIAU:

LLEOLIAD:

ASESIAD O'R GYMRAEG:

(c) Mae sgiliau iaith Gymraeg yn ddymunol ond nid yn hanfodol.

PWRPAS Y RÔL:-

Mae pwrpas deublyg i'r rôl hon:

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Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda gyda: Cath Fallon, Pennaeth Datblygu Mentergarwch a Chymunedau, cathfallon@monmouthshire.gov.uk Ffôn: 07557 190969

Dyddiad Cau

Gofynnir i chi nodi na allwn dderbyn CV

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Mae'n bosib cyflwyno cais yn y Gymraeg neu'r Saesneg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na'r Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad canlynol:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106,
CIL-Y-COED, Sir Fynwy. NP26 9AN

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall. Mae Cyngor Sir Fynwy yn gweithredu Dim Ysmygu yn y Gweithle.

PROFFIL Y RÔL

TEITL Y RÔL:

RHIF ADNABOD Y SWYDD:

GRADD:

ORIAU:

LLEOLIAD:

AMODAU ARBENNIG:

ASESIAD O'R GYMRAEG

(c) Mae sgiliau iaith Gymraeg yn ddymunol ond nid yn hanfodol.

Mentergarwch**Pwy ydym ni?**

Ein Pwrpas:-

Mae pwrpas deublyg i'r rôl hon:

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Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd y gweithgareddau sydd yn gysylltiedig gyda'r rôl hon yn sicrhau bod y Cyngor yn meddu ar:

Bydd eich cyfrifoldebau yn cynnwys:

Datblygu Rhaglen a Strategaeth

Gweinyddiaeth a Gweithrediadau

Cyllid

Marchnata

Dyma'r hyn y mae modd i ni ddarparu chi er mwyn cyflawni eich amcanion:-

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogeion i gydymffurfio gyda hyn.

Manyleb Person

Sut fyddwn ni yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos:-

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Cath Fallon, Pennaeth Mentergarwch a Datblygu Cymunedol, cathfallon@monmouthshire.gov.uk Ffôn: 07557 190969

Dyddiad Cau: