

Job summary

Role title: Development Officer

Department: Place

Line manager: Principal Development Manager

General description of role

The successful candidate will join our Place Delivery team to develop, manage and deliver projects and to provide efficient and effective project support.

Skills & experience required

- Experience of managing the delivery of placemaking, development, affordable housing and/or capital projects and programmes.
- Experience of project administration including budgeting, appointing consultants and/or contractors, monitoring projects and programmes.
- The ability to set priorities and manage the progress of your own work and competing demands including time pressures and deadlines.
- The ability to work collaboratively, including working with internal and external team members and stakeholders.
- Hold relevant professional qualification(s) and/or be able to demonstrate relevant experience.

Responsibilities of role

1. Participate in the design and delivery of the Council's place delivery and development programme.
2. To take responsibility for the delivery of a defined number of small to medium projects.
3. Provide project management support to the Head of Place Delivery and Development Managers within the Place Delivery team throughout the full project lifecycle.
4. Work in close collaboration with other Council officers on the development and implementation of strategies and actions to support the Reigate & Banstead Borough Council's Place Delivery proposals.
5. Support the Place Delivery team in the production and maintenance of project plans, reports, including highlight reports, risk and issues logs, change control requests, project closures and lessons learned.

6. Support the financial management, administration, and monitoring of budgets, projects, programmes and initiatives.
7. Organise, prepare and where appropriate facilitate meetings including Project Boards, Project Team meetings and workshops, ensuring decisions and actions are captured and followed up where required.
8. Review processes and procedures used within projects and ensure effective project evaluation. Make recommendations to improve the efficiency, effectiveness and quality of project management within the team.
9. Create and maintain project filing, recording and reporting systems including logs to review and record actions to demonstrate compliance as required.
10. Provide support with preparing grant applications, monitoring and maintaining key documents ready for any potential future audits.
11. Support the development and implementation of effective communication plans, including internal and external webpages, newsletters, press releases and social media.
12. Provide support with resident and stakeholder consultation events including preparing surveys, exhibitions, display materials and PowerPoint presentations as required.
13. Support Development Managers in preparing responses to specific requests from Elected Members, enquiries from the public, and Freedom of Information requests.

Person Specification

Role title: Development Officer
Department: Place



Qualifications	Essential / Desirable	Assessment by A / I / T (Assessment/Interview/Testing)
Hold relevant professional qualification(s) and/or be able to demonstrate relevant experience	D	A/I
Experience and achievements		
Demonstrable knowledge and experience of managing physical capital projects or programmes	E	A/I
Experience of preparing and updating project management documentation	D	A/I
Demonstrable experience of partnership working	D	A/I
Experience of providing effective written and oral communication.	E	A/I
Experience/understanding of the political dynamics of working in the public sector	D	A/I
Role required competencies and behaviours		
Strong verbal and written communication skills.	E	A/I
Excellent presentation skills	E	I
Excellent collaborative, negotiating and influencing skills	E	A/I
Willingness to work flexibly including occasional evening/weekend work.	E	I
An aptitude to work independently and on one's own initiative, including setting objectives and timescales	E	A/I
An engaging approach which brings people with them	E	I
Ability to analyse, interpret and present data, for example in progress reports.	E	A/I
Strong IT skills.	E	A

Corporately required personal qualities and behaviours		
Innovative	E	I
Supportive	E	I
Flexible	E	I
Positive	E	I

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE

Summary of employment package

Place of work	<p>The role will be hybrid working, primarily remote working with regular attendance (at least once a week) at Reigate Town Hall.</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	<p>Graded Professional P3 grade 1, the salary will be in the region of £33,408 - £36,540 per annum dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.</p>
Duration of contract	<p>The contract will be offered on a fixed term 2 year basis until 2026 with the possibility of being made permanent.</p>
Probationary period	<p>Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.</p>
Hours of work	<p>Hours of work are nominally 36 per week.</p>
Employment Benefits	
Flexible working hours	<p>Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system.</p> <p>Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.</p>
Annual leave	<p>The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p>Car parking / Travel loan scheme</p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p>Cycle purchase scheme</p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions

Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Politically restricted role	<p>As this role is required to advise elected members, this is considered to be a 'politically restricted post'. This means you cannot be, or try to become, a councillor, a Member of Parliament or a Member of the European Parliament during the period of your contract. This post is one that is listed as politically restricted in accordance with the requirements of the Local Government and Housing Act 1989.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>