

Job Description

Job Title Lead Officer Project – AGD Commercial Build

Level 13

Service Economy and Regeneration

Job Purpose

Contribute to the delivery of strategic plans and co-ordinate a range of high-quality services which ensure continuous improvement and efficiency which drive transformational change by promoting a positive organisational culture of empowerment, innovation and change.

The specific areas of responsibility will be determined by the Council's priorities and may change from time to time. Currently, in addition to the principal accountabilities outlined below, this post will have responsibility:

To lead, co-ordinate and ensure delivery of the Ayrshire Growth Deal (AGD) commercial build portfolio on behalf of South Ayrshire Council. You will be working across the Economy and Regeneration Service as part of the AGD team, leading the creation of opportunities to deliver commercial investment projects. You will be required to provide specialist property expertise and develop and deliver all relevant strategies and plans.

Date: February 2022



Post Responsibilities:

- Contribute to and implement strategic and policy decisions including establishing appropriate governance structures and processes.
- Under the direction of the Service Lead- Economy and Regeneration, lead and coordinate the delivery of the Commercial Build investment projects for the Council, providing a clear sense of direction to deliver customer focused services.
- Identify property and planning opportunities and solutions to enable investment in innovation businesses, leading to inclusive growth across South Ayrshire
- Work with developers, investors and occupiers as required to make South Ayrshire as investable and attractive a proposition as possible.
- Manage and lead specialists and consultants in delivering the best outcomes for South Ayrshire Council
- Seek out and secure new funding sources / investment
- Responsible for setting objectives and monitoring and evaluating work practices in order to deliver services which meet set standards and deliver on the Benefits Realisation Plan for the AGD.
- Undertaking detailed financial analysis and control and review of budget in conjunction with the Service Lead and the AGD coordinator
- Coordinate the management of human, financial and other resources.
- Ensure the service area adheres to financial regulations, performance standards, Council policies/procedures ensuring high quality standards.
- Contribute to the implementation of change and promote organisational values in order to deliver improved outcomes.
- Contribute to service improvement at a Directorate and Service level.
- Embed and lead self-evaluation activity across the Service area.
- Be responsible for the management and development of an efficient, effective and proactive customer-focused service, ensuring that all legislative and procedural requirements are met and that all aspects of operational delivery operate effectively and efficiently.
- Review and support the delivery of the Council's Strategic Economic Plan; Vision 2030.
- Develop and support the Council's energy and net carbon zero policies, incorporating the development of energy and Carbon saving measures and the associated monitoring, analysing and reporting of fuel consumption matters in all commercial build projects
- Assemble evidence of commercial property needs and requirements
- Provide a comprehensive property information service in respect of commercial property in South Ayrshire
- Be the first point of contact for interested businesses and establish and ensure the maintenance of effective mechanisms for two-way communication with relevant stakeholders, both internal and external to the service.
- Assist in the development and reporting of the AGD investment plans and the implementation, delivery and monitoring of the annual investment programmes, including the role of capital receipts in the funding of these.
- Procure services, internal and external, as required, and ensure effective financial control of such services.
- Develop and manage administrative and financial systems and procedures connected with the delivery of commercial build investment programmes.
- Establish and enforce safe working practices in which the health, safety and welfare of employees and contractors are effectively managed within the relevant policies.
- Prepare Panel Reports and attend Panel meetings as required.
- Develop and maintain positive and effective partnership working with internal and external stakeholders in relation to operational developments and practice to optimise opportunities for the Council.



Possession of:

- Educated to degree level, with experience in the property sector
- RICS qualification

Substantiated ability to:

- Meet the standards required under the Values and Behaviours of South Ayrshire Council.
- Likely to have several years consultancy, construction, or similar experience
- Used to working in multidisciplinary teams and be comfortable handling several projects at once
- effectively manage consultation and engagement with stakeholders
- provide specialist, technical, or professional advice on all aspects of commercial development
- resolve difficult, diverse, challenging or complex problems or situations through use and application of initiative, research, analytical and problem-solving skills to identify practical and fast track solutions to deliver required outcomes
- analyse property issues/performance and to translate this into clear and accessible reports that aid communication and decision making
- Undertake commercial property related option appraisals, including making clear recommendations
- prepare, collect analyse and report on suite of commercial property and project related performance indicators
- allocate and delegate tasks, and check results, to make best use of resources

Demonstrable experience of:

- Development management, including procurement and management of design team and construction services, forecasting and managing budgets, and stakeholder engagement and communication.
- networking and engaging effectively with managers and staff within a large organisation, and with representatives of external/partner organisations
- presenting information and ideas to promote understanding, influence others and gain commitment

Proven technical understanding of:

- Excellent IT skills, including use of MS applications and project management systems/software, and the ability to organise, maintain, use and ensure integrity of data and information

Management Requirements

Leading by example, you should ensure that the values and behaviours of The South Ayrshire Way are embedded in your team(s), promoting a respectful, positive, supportive, proud and ambitious culture for customers and employees by demonstrating and ensuring your teams demonstrate the following behaviours.

Positive

- Consistently provide a high-quality service to customers.
- Have a can-do approach to improving the way we deliver services.
- Challenge the way we do things to ensure our services are modern, efficient, and meet our customers' needs.



Respectful

- Ensure that your actions and attitude at work contribute to a positive culture for others.
- Recognise and value each other's differences and treat each other fairly.
- Work to agreed standards of performance for your role, taking personal responsibility for your performance.
- Show resilience and initiative when faced with setbacks or problems.

Supportive

- Be a team player and build effective working relationships.
- Recognise the contributions of others when they do a good job.
- Actively learn from others, taking part in any informal or formal learning experience.
- Encourage and support others to fulfil their potential.

Proud and Ambitious

- Take pride in being an employee of South Ayrshire Council and in the services we deliver.
- Be adaptable and open to change.

