



CAMBORNE TOWN COUNCIL

DEVELOPMENT OFFICER

SCP 29 – 35 £38,626 - £44,711 (Pro rata)

22 hours per week (including Evening Meetings)

Fixed term 2 years

JOB DESCRIPTION

Responsible to:

Assistant Town Clerk

Our Mission: Community First

Our Vision: We Listen, we improve, we achieve. We are Camborne Town Council - Here for you.

Our Values: Empowering our Community, Trusting and Collaborative. Creative. Ambitious. Efficient and Responsive.

Camborne is geographically the largest parish in Cornwall. Reflecting Cornwall's diversity of urban areas, characterful villages, and sparsely populated rural areas of outstanding natural beauty. The Council administers an area of approximately 2,800 hectares and nearly 23,000 people live within the boundaries which include the villages of Barripper, Beacon, Brea, Kehelland, Penponds and Troon.

18 Councillors on Camborne Town Council represent the wards of Roskear, Trelowarren, Troon and Treswithian. Councillors are supported by a team of staff and the Town Clerk. In addition, there is a hard-working Amenities Team that maintains the wide range of facilities managed by us.

We provide a wide range of facilities including parks, playing fields, allotments, library services, community events, public realm CCTV, grants, and community donations. Further information about all of which can be found on this website.

Job Purpose

The Council has committed to an ambitious strategic plan which includes 3 flagship Town Deal Projects, fully funded at a combined level of around £18m. These will support better local facilities and services and enhance the physical and social infrastructure of Camborne, whilst celebrating the town's rich community and industrial heritage. Working alongside senior

managers and partners, the Development Officer will ensure the successful delivery of key development projects to achieve these ambitions. These include:

- 'Awenva' Basset Community Hub: Providing a client lead, linking with the externally commissioned design team for the Town Deal funded project to regenerate the Basset Centre and White House. Designing and implementing detailed proposals for a Community Hub, including a library space, culture and heritage centre and youth café. Supporting the development of a medium-term programme of activity to re-generate and re-purpose historic, Grade II buildings and heritage assets, working with external contractors developing business cases and funding proposals as required. These facilities will be owned and run by the Town Council for the community.
- 'Park Gerry': Providing a client lead, linking with the externally commissioned design team for the Town Deal funded project to upgrade Park Gerry Playing Fields into a vibrant sports facility, which will deliver a unique skate park, MUGA facility and community pavilion building to an underused site
- 'Holman Gardens': Providing a client lead, bringing a derelict piece of land into public use, creating a Green Space for the public to enjoy and relax, which will form a green gateway at the entrance to the town centre.

Main Duties & Responsibilities Working closely with the Management team the postholder will serve as a Senior Manager with the day-to-day management of Council Projects. Responsible for management of Projects, including, budgeting, grant applications, internal and external reporting, quality control, delivery of approved plans, liaison with contractors and third party providers

Direct Reports

Project Consultants, both for the delivery of the capital projects and the delivery of business plans and community engagement.

Duties & Responsibilities:

Working closely with the Management team the postholder will:

1. Be responsible for the day-to-day management and supervision of key strategic projects.
2. Work alongside an externally commissioned technical and design teams to progress the delivery of the Basset Community Hub Project.

3 Work with local community partners on development plans for the re-purposing of heritage property assets to support the community and library services, including

- the production of detailed business cases
- submission of grant funding applications
- commissioning of external expertise as necessary.

5. Support and inform the Council's devolution negotiations to develop place based business plans and support consultation and community engagement strategies to shape the role and function of places and spaces for the future.

6. Be responsible for programme management including the co-ordination of documentation (developing, implementing and monitoring the programme plan) and providing update reports / briefings for Senior Managers and Councillors.

7. Be responsible for ensuring that proper governance and processes are established and implemented for each project, and responsibilities may include co-ordinating key project board meetings, preparing presentations and/or project reports, or managing stakeholder consultations.

8. Develop positive relationships with contractors, external partners and stakeholders attending meetings and providing advice & support to such groups as may be required.

9. Working across services, identify external funding opportunities to deliver the vision for individual assets and take the lead on funding applications.

10. Working with the Town Clerk and Senior Management Team to ensure all the Strategic Project facilities, assets and office space are fit for purpose to enable to the projects to be as successful as possible.

11. To assist in the setting of appropriate budgets across the projects and to ensure the cost-effective delivery of services within allocated budgets.

12. Work with the Finance Officer on procurement, tenders, budget, contract and other relevant project work. Oversee quotes and tenders for works, goods, contracts, and services as required or requested by committees or the full Council.

13. Utilise the skills of contractors engaged in project work. Establish KPI'S and manage the resource as required

14. to ensure contractual compliance with funding partners such as reporting and defrayals and ensuring outcomes and outputs are delivered to the specified standard and programme.

15. To attend meetings, conferences, seminars and training courses associated with the work as required and authorised by the Council.

16. To undertake any other duties required by the Town Council consistent with the level and scope of the post.

Camborne Town Council

Person Specification for the Development Officer

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • 5 GCSE's including two of English, Maths and a Science or equivalent. • Prince 2 Qualified or equivalent experience in effective project management. 	<ul style="list-style-type: none"> • Appropriate management, technical or professional qualification.
Management	<ul style="list-style-type: none"> • Evidence of ability to manage contractors and evidence of managing large complex projects • Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • Evidence of ability to organise and manage resources effectively. • Previous practical experience managing operations and amenities. Evidence of sound knowledge and experience managing contracts. • Evidence of a sound understanding of risk management and risk assessment. 	<ul style="list-style-type: none"> • Ability to understand technical issues, including writing contract specifications. • Previous practical experience in health and safety and knowledge of legislation requirements.

Communication Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies. • Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing 	
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Information Technology	<ul style="list-style-type: none"> • Experience and practical ICT skills including Windows, Word, Excel and the Internet. 	<p>Proficient in AutoCAD,</p> <p>Proficient in use of Sharepoint</p> <p>Proficient in using IT based project management software</p>
Finance	<ul style="list-style-type: none"> • Previous experience of being a budget holder. • Ability to grasp the full implications of all financial decisions. <p>Ability to provide analysis of detailed financial projections</p>	<ul style="list-style-type: none"> • Experience of bidding for external funds/grant funding.
Other	<ul style="list-style-type: none"> • Willingness to work out of office hours in order to attend Council meetings and Council business. • Ability to operate with complete impartiality in a political environment. • Full driving licence 	<ul style="list-style-type: none"> • Previous experience of working in a Local Government Sector