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(le gwell i fyw a gweithio)

Striving to continually improve the quality of services to the community, a career with Blaenau Gwent County Borough Council provides real job satisfaction. Together we'll make Blaenau Gwent a better place to live and work.

ENVIRONMENT DIRECTORATE / CYFARWYDDIAETH AMGYLCHEDD

REGENERATION DIVISION / ADRAN ADFYWIO

Town Centre Manager **Rheolwr Canol y Dref**

Fixed Term until 31st March 2010 (2 posts)

Salary: £29,010 - £31,653 per annum

Interview date: 16th May 2007

Closing date: 1pm, 27th April 2007.

The Authority welcomes applications in both English and Welsh.

For full details please visit:
www.blaenau-gwentjobs.info
or call 01495 311556 24 hours



Cyngor Bwrdeisdref Sirol

Blaenau Gwent

County Borough Council



Promoting diversity
in the workplace



INVESTOR IN PEOPLE
BUDDGODDWR Mewn Ffwril

**Job Description**

**Environment Department
Regeneration Division**

Post Title	Town Centre Manager (2 posts)		
Post Number	Fixed Term	Grade	Scale 9
Base	Boroughwide	Hours of Work	37 hours per week
Car User Allowance	Essential	Disclosure	None
Contact	Mark Price Tel: 01495 355812	Updated	30th March 2007

Principal Job Purpose

Responsible to: Head of Community Regeneration

Responsible for: To progress Town Centre Management activity in the town centres of Abertillery, Blaina, Brynmawr, Ebbw Vale and Tredegar.

Principal Accountabilities

1. To establish appropriate networks across the public, private and voluntary sectors.
2. To prepare a Town Centre Management Action Plan to guide activity.
3. To co-ordinate and contribute to the successful delivery of the targets set out in the Town Centre Management Action Plan.
4. To take a proactive role, primarily in the regeneration of town centres, as part of the Town Centre Management Service, through joint projects, partnership working and developing new initiatives.
5. To contribute to the regeneration of Blaenau Gwent by sharing knowledge skills and experience across all departments of the Council.
6. To develop effective communication between all stakeholders.
7. To maximise available resources by identifying and utilising funding from external sources.
8. To undertake specific initiatives to monitor and improve town centre vitality, viability and attractiveness.
9. To assist in ensuring that the Regeneration Team is innovative and quality driven in terms of:
 - Customer Service
 - Effectiveness and efficiency in operation
10. To take a lead role in co-ordinating and managing issues arising as a result of disruptions that may occur during town centre regeneration projects.

11. To improve town centre promotion and marketing.
12. To achieve continuous improvement in Service Delivery thereby fulfilling the Council's duty of best value.
13. To contribute to the development of effective partnerships both internally and externally.
14. To ensure compliance with the Health and Safety at Work Act 1974 and subsequent supporting regulations.
15. To accept other accountabilities that may reasonably be required from time to time.

Special Conditions

1. Weekend or evening working will be required from time to time.

Person Specification

Environment Department Town Centre Manager / Fixed Term

	Skills & Abilities	Method of Assessment
Essential	An ability to communicate effectively at all levels.	App/Interview
	An ability to work under pressure and to show initiative.	App/Interview
	An ability to work within strict deadlines.	App/Interview
	An ability to negotiate effectively to achieve positive outcomes.	App/Interview

	Knowledge	Method of Assessment
Essential	An understanding and knowledge of the range of issues confronting a Local Authority, local business and the police in dealing with town centres.	App/Interview
	An understanding and knowledge of the processes involved in formulating and establishing major applications for bids to various funding regimes.	App/Interview

	Experience	Method of Assessment
Essential	Experience in liaising with outside bodies and the public.	App/Interview
	Experience of achieving results through Teamwork.	App/Interview
	Substantial Town Centre Management experience.	App/Interview
	Experience of working in multi agency settings.	App/Interview

	Qualifications	Method of Assessment
Essential	An appropriate professional qualification to degree level in a Regeneration related field. A Full British Driving Licence and access to a vehicle for work purposes.	Application Application

	Personal Attributes & Circumstances	Method of Assessment
Essential	Confidence. Demonstrate a willingness and ability to initiate change. Demonstrate commitment to fostering equal opportunities. To be customer orientated. To be aware of, and sensitive to the political context of the role, and to be able to maintain impartiality, trust and integrity. Encourage positive contributions from others by demonstrating leadership qualities.	Interview Interview Interview Interview App/Interview