

Report to: Executive Member For Development

Date: 26th February 2007

Report of: Director of Development and
Regeneration

Report No: EMDR/12/07

Contact Officer: Carol Sutton, Head of Strategic
Development

Tele No: 6231

Report Title: **Development Coordinator (Cultural Quarter)**

Non Confidential: **(Non-Confidential)** This report does **not** contain information which warrants its consideration in the absence of the press or members of the public.

Purpose: The report proposes the establishment of a new post to manage the Bolton Innovation Zone/Cultural Quarter programme which is central to realising the development ambitions for the Town Centre.

Recommendations: The Executive Member is recommended to approve the establishment of the fixed term post of Bolton Innovation Zone/Cultural Quarter Development Coordinator as detailed in the report.

Decision:

Background Doc(s):

Signed:

Leader / Executive Member

Monitoring Officer

Date:

Summary:

The report explains the current position regarding the development and implementation of the Bolton Innovation Zone and Cultural Quarter proposals, as a comprehensive transformational Town Centre development initiative, and proposes the establishment of a fixed term post to coordinate this complex programme.

1. Background

- 1.1. The Cultural Quarter (CQ) is one of Bolton's key drivers and central to realising our economic aspirations. The CQ, set within a robust Town Centre strategic framework, is expected to make a major contribution to the generation of over 4,000 new jobs and nearly £300M in GVA over the next 10 years, with clear potential to become an innovation and cultural hub of city-regional and regional significance. The CQ will deliver a mixed-use, leisure and knowledge-led development, which is capable of meeting the skills and innovation demands of key growth sectors and the learning progression needs of individuals.
- 1.2 Key developments, especially in the Transport Interchange/Trinity location, with clear linkages and complementarities to the Cultural Quarter provide the opportunity to bring forward a comprehensive approach to developing the emerging Bolton Innovation Zone. This will be the subject of a more detailed report in due course. By late summer a comprehensive Development Brief will be available which will address the whole of the Bolton Innovation Zone/Cultural Quarter area. This will be a key role of this new post.
- 1.3 This initiative has developed significantly over the last year not only in terms of its potential, but also in spatial area, scale and complexity. It is clear that a comprehensive approach is required to achieve our aspiration. A coordinated approach with clear vision and leadership, effective new partnerships with the University, and other key stakeholders, a robust spatial masterplan, effective delivery of individual component projects and a developer/investor engagement process is critical for success.
- 1.4 On 11th December, Executive Member for Development approved an action plan encompassing all these elements, and an extension of the study area to include the proposed interchange.

2. Proposal

- 2.1 As Executive Members will be aware, much of the work around this initiative to date has been project managed on behalf of the Council by MACE consultancy. At the time they were originally appointed it was highlighted that an aspect of their work would include supporting the development of capacity within the organisation around project management. This would then enable a move away from consultancy support to occur.
- 2.2 The work has now reached a point where it is considered that a full time post is required to support the Innovation Zone/Cultural Quarter development. This post will pick up many of the tasks previously undertaken by MACE, although external project management support will still be required on some detailed elements of the initiative.
- 2.3 It is proposed that this new post be established to coordinate the development and delivery of strategy, plans, partnerships and programmes to ensure the effective delivery of the high quality transformation of this key part of Bolton Town Centre. The development programme is expected to last at least 10 years, with individual elements coming forward during that time period. A significant resource is required at this pre-development stage, and it is proposed that the post be established for an initial period of 3 years, although it may be subject to extension should it be required and as resources allow.
- 2.4 The Job Description and Person Specification are attached. The post will report to the Head of Strategic Development in the Development and Regeneration Department. The grade has been established through the Town Centre Development Coordinator post evaluation, on which this post has been based.

- 2.5 Subject to the approval of Executive Members, this post will be filled in line with the Council's recruitment policies.

3. Resources

- 3.1 Funding for the post is available from the Department's three year capital programme 2007/08 -2009/10 approved by executive Member for Development on 22nd January 2007.

4. Equality Impact Assessment

- 4.1 An equalities impact assessment has been carried out and no potential for differential impact has been identified for race, religion, gender, age, sexuality or caring status.

5. Recommendation

The Executive Member is recommended to approve the establishment of the fixed term post of Bolton Innovation Zone/Cultural Quarter Development Coordinator as detailed in the report.

Bolton Metropolitan Borough Council

JOB DESCRIPTION

Department	Development and Regeneration
Job Title	BOLTON INNOVATION ZONE/CULTURAL QUARTER DEVELOPMENT COORDINATOR
Grade	PO11 SCP43-46 FIXED TERM TO 31 ST MARCH 2010 (with possible extension subject to resources)
Primary Purpose of the Job	To manage the Bolton Innovation Zone/Cultural Quarter programme which is central to realising the development ambition of Bolton Town Centre; strengthening its role as a cultural and knowledge hub of sub-regional importance, and diversifying the academic, cultural and commercial offer of Bolton Town Centre by delivering a series of high quality, sustainable developments.
Responsible to	Head of Strategic Development, Regeneration and Economic Development Division
Responsible for	None at present, although staff may be allocated as the role develops.
Principal Responsibilities	<ul style="list-style-type: none">• To coordinate the development and delivery of strategy, plans, partnerships and programmes to ensure the effective delivery of the high quality transformation of a key part of Bolton Town Centre, providing economic, social and cultural benefits for local residents, learners, businesses and visitors.• To secure appropriate new, high quality, sustainable development and investment for Bolton Town Centre Cultural Quarter/Innovation Zone.• To act as an advisor and support officer to Chief Officers, Senior Officers, Executive Members and other Elected Members on Cultural Quarter/Innovation Zone strategy, programme and delivery.

MAIN DUTIES

1. Preparing and maintaining an up to date strategic framework and masterplan for the Innovation Zone/Cultural Quarter within a local, sub-regional, regional and national policy context which promotes the interests of Bolton.
2. Developing and coordinating the implementation of the strategic framework through high quality programme management methods with suitable delivery plans with short and long term targets, timescales, monitoring, evaluation and reporting mechanisms.
3. Establishing and facilitating robust governance arrangements within the Council including Senior Officers and Elected Members, and with partners.
4. Establishing and facilitating a strong and effective partnership governance arrangements with relevant public and private sector stakeholders.
5. Proactively engaging with existing and potential stakeholders, developers and investors to secure appropriate, high quality, sustainable development.

MAIN DUTIES

6. Ensuring a coordinated multi-disciplinary approach to securing appropriate high quality sustainable development in the Innovation Zone/Cultural Quarter.
7. Leading and contributing to specific Innovation Zone/Cultural Quarter projects and initiatives.
8. In conjunction with the Council's Marketing Agency, to proactively develop and maintain effective marketing and communications with a wide range of audiences to secure delivery of the objectives of the Innovation Zone/Cultural Quarter.
9. Maintaining a strong and effective relationship with The University of Bolton
10. Contributing to other strategies and policies developed by the Council and its partners to secure the Innovation Zone/Cultural Quarter development potential (e.g. Town Centre Action Framework, Economic Strategy, Local Development Framework, Neighbourhood Renewal Strategy, Economic Development Plan, Regional Economic Strategy, Town Centre Management Business Plan, Housing Strategy, Local Transport Plan, Local Area Agreement)
11. Commissioning and management of external consultants to carry out work on behalf of the Council and its partners
12. Contributing to the Divisional Business Plan, Service Improvement Action Plan and work programmes.
13. To undertake any other duties relevant to the post as assigned.
14. **Customer Care** - To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.
15. **Valuing Diversity** - To be responsible for contributions to the achievement of the Authority's Valuing Diversity Policy, both in your work and in your role as a Manager through the implementation of the supporting action plans. To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that the elected members are encouraged to share in and reflect policy in their work.
16. **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

Date Job Description prepared/updated

26 January 2007

Job Description prepared by

Carol Sutton

Bolton Metropolitan Borough Council

PERSON SPECIFICATION

Department DEVELOPMENT AND REGENERATION
Job Title BOLTON INNOVATION ZONE/CULTURAL QUARTER DEVELOPMENT COORDINATOR

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1	Thorough knowledge of the range of development, investment and regeneration issues facing town centres	Application form/interview
1	.	
2	Ability to develop and deliver strategies, business plans and implementation plans	Application form/interview/assessment centre
2	.	
3	Knowledge of the commercial investment and property development industry.	Application form/interview
4	First class verbal and written communication skills	Application form/interview/assessment centre
.	.	
3	.	
5	Ability to negotiate successfully	Application form/assessment centre
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4	.	
6	Ability to influence and persuade individuals to convince and gain commitment to achieve goals	Application form/interview/assessment centre
5	.	
7	Sound programme management knowledge and skills	Application form/interview
.	.	
6	.	

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
8	Ability to prioritise and delegate effectively .	Application form/Interview /assessment centre
9	Ability to make decisions .	Interview /assessment centre
10	Ability to use own initiative .	Application form/Interview /assessment centre
1	Ability to work within and lead multi disciplinary teams and cross agency working .	Application form/Interview /assessment centre
12	Ability to solve problems creatively .	Application form/assessment centre
13	Understanding of financial and performance management systems .	Application form/interview
14	Understanding of the context of local government and the democratic process .	Application form/interview
15	Ability to work with Elected Members .	Application form/interview
16	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview
17	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users	Application Form/Interview
18	Developing Self and Others - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take	Application Form/Interview

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
responsibility for own development. Be self-confident and lead by example	

2. Experience/Qualifications/Training etc	
1. Minimum of 3 years experience of the commercial property development process in either the public or private sector.	Application form/Interview
2. Track record in successfully delivering complex physical development and investment programmes.	Application form/interview
3. Degree or professional qualification in planning or property related discipline.	Application form
4. Track record of developing successful cross agency and cross sector partnership working with statutory, private sector and not for profit organisations.	Application form /Interview

3. Work Related Circumstances	
On occasions you may be required to work out of normal office hours	

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	

2. Experience/Qualifications/Training etc	

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

Date Person Specification prepared/updated
Person Specification prepared by

26 January 2007
Carol Sutton