**Job Description**

**Job Title:** **Senior Development Manager: Major Projects**

**Salary Grade:** **G11**

**SCP:** **54-58**

**Directorate:** **City Development**

**Work Environment:** **Major Projects**

**Reports to:** **Development Director** **– Major Projects**

**Number of Reports:** **0**

**Purpose:**

* Development management of multiple complex major projects of scale requiring significant investment to unlock their potential, varying in sector, value, scale, use and complexity from concept through to operational handover.
* Development management and delivery of major projects within complex stakeholder environments centred on climate response including automotive, energy and power, industrial, rail /transport, renewables and decarbonisation programmes, onshore and offshore energy and port development.

* Land development including brownfield sites, white land and greenfield developments.
* Marine development including inshore and offshore.
* Development Infrastructure elements including river and sea, reclamation and remediation, heavy civils structures, national public transport, strategic utilities, strategic energy projects and renewables, all aspects of strategic planning processes
* To act as Programme / Project Director /Manager for selected complex programmes and projects.
* To deliver them to the required time, cost, quality, scope, benefit and risk performance criteria.
* Assist the Development Director – Major Projects / Infrastructure Development in responding to investor enquiries and support opportunities to meet the Council’s goals and objectives.

**Main Duties and Responsibilities:**

* To provide technical guidance/ steerage expertise, analysis and interpretation of the in relation to a range of major projects underway and at different stages  including industrial manufacturing, energy decarbonisation, port redevelopment, rail and light rail development as part of wholesale growth, to formulate solutions, develop staged interventions and stimulus and implement programmes.

* To develop robust contractual /financial and development major projects  business cases, viability reports, analysis , recommend and deliver strategic course of actions for the benefit of the programme engaging with industry, statutory bodies, national bodies such as BEIS/ DIT / Network Rail at high levels  and liaising with internal and external investors.

* To participate in complex negotiations between national bodies / investors NELEP /regulators and third parties, including landowners, private sector funder /developers and to build and maintain strong relationships.

* To work as part of a multi-disciplinary team to ensure that all processes and decisions are communicated and carried out efficiently and effectively.

* To demonstrate strong negotiation skills, managing conflict, understanding and conveying difficult decisions due to the potential impact of infrastructure development as a regeneration catalyst acting as ambassador with stakeholders such as existing residents and businesses.

* Establish and maintain excellent working relationships with all internal and external stakeholders specifically inter-departmental staff, planning, highways, community groups able to deliver Cabinet Reports and briefings etc.

* Undertake planning and implementation of major projects, including advising on the definition of project scope, budget, programme, procurement, goals and deliverables to be clearly defined in a Project Delivery Plans.

* Produce and monitor Project Programmes, Project Execution Documents, Project Budgets, Risk Registers and Project Cash flows for each project, ensuring the production of Project Delivery Plans as appropriate to the scale of the project.

* Define critical project tasks and resource requirements and help drive the project forward, achieving agreed deadlines and project goals.

* Implementation and monitoring of risk assessment, risk mitigation, risk scanning and risk logging.

* Developing and implementing all approvals and consents relative to the project and drive the engagement process in accordance with procurement and financial regulations and company standards.

* Develop and manage project communications strategies including public consultation and engagement.

* Commission, assemble and coordinate project surveys and investigations as deemed necessary.

* Collate and management of project data for the business.

* To undertake options appraisals incorporating whole life appraisals, capital and revenue estimates and whole life costings.
* To prepare major project briefs for the implementation of projects to achieve the required outputs and benefits, addressing the Council’s aims and objectives including sustainability, support for local industry, training and employment.
* To co-ordinate with others the appointment of consultants, contractors and suppliers as required to implement the project.
* To ensure robust project governance arrangements are in place to ensure accountability and clarity of roles and responsibilities.
* Implement where possible the council added / social value campaign for local employment, local economy, education and wellbeing.

* Ensure Health and Safety and Quality Assurance procedures are met and delivered to the highest standard.

* Instil and adhere to a strict Change Control process through managing project changes and interventions to achieve project outputs.

* Produce project evaluations and assessment of results.

* Progress projects through statutory approvals such as Planning and Building Regulations

* Procurement of consultants, surveys and contractors – in accordance with public regulations, including OJEU.

* Manage and coordinate external multi-disciplined teams.

* Articulation and presentation of strategies, project risks, programme and exit strategies to develop a strategy for individual projects.

* Working closely with internal and external solicitors and the internal team relating to infrastructure matters, assist or lead responsibility for the management of various legal documentation required to take forward a project e.g. consultant appointments, building contracts and section agreements, orders with utility companies, construction agreements.

* To provide expert opinion and guidance on property management and strategy to include elected members of the Council, client directorates/Heads of Service.
* Liaising with Directors and Assistant Directors of service divisions ensuring a corporate approach to land and property matters.
* Lead on complex, high level casework and projects, supervising and at times managing staff on such matters.
* To demonstrate flexibility regarding both your duties and work programmes, contributing to the work of other Business Areas and providing an effective response to varying demands in the Development Arm.

* To promote and champion a positive organisation- wide culture that reflects the Council’s values.

**Other Duties and Responsiblities**

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* The post holder must comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council