**Job Description**

**Job Title:** **Senior Development Manager Infrastructure**

**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 capital projects requiring significant development infrastructure to unlock their potential, varying in sector, value, scale, use and complexity from concept through to operational handover.
* Development management and delivery of infrastructure projects within complex stakeholder environments encompassing a range of sectors (energy and power, retail, leisure, commercial, industrial, energy and renewables, ports and marine) including brownfield sites, white land and greenfield developments. Development (Infrastructure elements include, reclamation and remediation, dealing with abnormals, civils structures (quay walls/retaining walls), local and national highways and impact analysis, utilities, energy projects and renewables, drainage and surface water management, all aspects of planning and DCO process)
* To act as Programme / Project Manager for selected complex infrastructure 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 expertise, analysis and interpretation of the infrastructure requirements to unlock land in relation to real estate development at scale including manufacturing parks, residential developments in excess of 500,  commercial development as part of wholesale masterplanning, and significant  capital development projects, to formulate solutions develop staged interventions and stimulus and implement recommendations.
* To develop financial and development infrastructure business cases, viability reports, analyse the results, recommend and deliver actions for the benefit of the project and liaising with internal and external investors to meet HOT requirement timescales.
* To participate in complex negotiations between regulators and third parties, including landowners, private developers and prospective tenants, 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. Similarly, all utility companies in relation to development infrastructure diversions and new services.
* Undertake planning and implementation of infrastructure 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 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 Responsibilities**

* 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