

## JOB DESCRIPTION

<b>Post Title:</b> Project Manager		<b>Service:</b> Economy and Regeneration Service		<b>Office Use</b>  <b>JE ref:</b> 3826
<b>Grade:</b> Band 10		<b>Workplace:</b> County Hall, Morpeth		
<b>Responsible to:</b> Programme Manager		<b>Date:</b> August 2021	<b>Manager Level:</b>	
<b>Job Purpose:</b> To lead and manage capital projects through the Council's Town Investment Programme including Energising Blyth through the progressive development and delivery of bespoke plans and project pipelines. This post is co-funded by the Council and the Ministry of Housing, Communities and Local Government (MHCLG).				
<b>Resources</b>	Staff	2 professional staff directly plus a wider team of project staff, commissioned project managers and contractors as required. Regularly deputises for the Programme Manager.		
	Finance	Directly responsible for team and project budgets including external funding streams in excess of £70m over the next 5 years. Gives significant financial and management input to the effective management and reporting of the Energising Blyth Programme which requires complex financial assurance as a devolved programme.		
	Physical	Maintain and operate key corporate policy systems.		
	Clients	Maintain strong links with ward councillors and senior officers together with officers in key place-based Services (Planning; Property; Housing; and Advance Northumberland) Manage the Council's strategic relationship with partners in Blyth including public, private and community stakeholders Ensure compliance with relevant legislation, council policies and procedures.		
<b>Duties and key result areas:</b> <ul style="list-style-type: none"><li>● To deputise for the Programme Manager as required.</li><li>● To lead and manage capital projects in the Council's Town Investment Programme including the Energising Blyth Programme through the progressive development and delivery of bespoke plans and project pipelines.</li><li>● To lead and manage team members undertake appraisals, staff development and performance management.</li><li>● To lead and manage the project development and delivery within the Energising Blyth Programme; targeting resources of at least £70million at priority projects in Blyth consistent with required economic outcomes and outputs.</li><li>● To keep Cabinet, the Executive, and Ward Councillors advised and informed as to ongoing economic growth and regeneration activity within the programme.</li><li>● To coordinate the operation and work of the Energising Blyth Town Deal Board including the network of local thematic groups, residents, businesses and other interested parties together with County and Town/Parish councillors.</li><li>● To lead and coordinate the Council's strategic relationship with parties involved in Energising Blyth as set out in the Blyth Town Deal Community Engagement Strategy, particularly with regard to:<ul style="list-style-type: none"><li>○ Ensuring effective input is provided to all relevant strategic plans, policies and statutory requirements concerning the Blyth Town Deal</li><li>○ Actively supporting the management of communication arrangements, including formal structures, between the County Council and partners including thematic arrangements, forums and workstreams</li><li>○ Coordinating the monitoring and review of relevant governance arrangements on an ongoing basis</li></ul></li><li>● To be responsible for facilitating, developing and implementing a wide variety of place-based projects focused on the Energising Blyth Programme which effectively contribute to the Council's priorities to promote economic growth and social inclusion.</li><li>● To maximise the level of external funding secured across the county for place-based Town and Community Regeneration purposes with a focus on Blyth programme funding including the preparation of project business cases and funding applications.</li></ul>				

- To deploy and manage direct staff and provide assistance to other staff within the Service in order to maximise the availability of effective support to projects within the Energising Blyth Programme.
- To provide professional advice to elected members, senior managers and service users on matters of strategy, policy and practice relating to Town Regeneration issues and ensure that the Council demonstrates best practice with a focus on Energising Blyth.
- To develop effective and constructive relationships with external partners (business, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of high quality town regeneration projects.
- To maintain effective management systems and processes within the Team and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of changes to legislation, strategy or policy.
- To ensure effective joint working and planning with all relevant external agencies and other Council services, so as to maximise the Council's role, function and influence in relation to all aspects of town regeneration development and delivery.
- To actively promote the role of town regeneration and the Council in relation to its service activities and policies at local, regional and national level as appropriate.
- To promote and maintain a positive relationship with employees to develop a climate of harmonious and constructive employee relations.
- To determine the most effective utilisation and deployment of resources (Human, Physical and Financial) to achieve the objectives set by senior managers.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

Physical requirements:	Involves travel to meetings, sites, projects and other locations throughout the county and beyond.
Transport requirements:	
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Some exposure to working outdoors.

#### PERSON SPECIFICATION

<b>Post Title: Project Manager</b>	<b>Director/Service/Sector:</b> Capital Programmes Team, Economy and Regeneration Service	Ref: 3826
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Degree level or equivalent standard of general education. Relevant professional qualification Evidence of recent relevant Project Management Training Thorough understanding of relevant legislation, regulations, policy and professional best practice including capital projects and programme management and reporting Extensive knowledge of the requirements of Treasury Green Book Business case development Working knowledge of alternative governance arrangements (and their implications) and funding options available for regeneration purposes and evidence of successfully applying this knowledge Thorough understanding of contemporary issues within the service Experience of working in public, private sector or third sector at a management level	Relevant management degree or post-graduate diploma e.g. MBA, DMS	

<b>Experience</b>		
<p>Recent extensive experience and consistent professional achievement within an organisation of comparable scope and complexity</p> <p>Experience and a proven track record in the formulation and delivery of regeneration strategies, capital projects and programmes within an organisation of comparable scope and complexity</p> <p>Experience and demonstrable success in the management of change and of securing the support of others in the process</p> <p>Extensive experience of working with partner organisations in developing and delivering a wide range of project activity</p> <p>Experience of resource management within a comparable organisation</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p> <p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners</p>	<p>Experience of project management software systems</p> <p>Experience in management or leadership of significant programmes with external funding</p>	
<b>Skills and competencies</b>		
<p>Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture</p> <p>Financial and commercial awareness</p> <p>Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members and senior officers that command respect, trust and confidence</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular</p> <p>Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems</p> <p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions</p> <p>Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others</p> <p>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members and other stakeholders</p>	<p>IT skills and awareness.</p>	
<b>Physical, mental and emotional demands</b>		
<p>Normally works from a seated position with some need to walk, bend or carry items</p> <p>Need to maintain general awareness with lengthy periods of concentrated mental attention</p> <p>Some contact with public/clients in dispute with the Council</p>		
<b>Other</b>		
<p>Able to meet the transport requirements of the post</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others  
e.g. case studies/visits