

## Job Description

**Post Title:** Project Development Manager

**Post Reference:** T101

**Grade:** P

**Duration:** Maternity Cover

**Reports to:** Head of Investment Development

### Job Purpose

To manage the development of robust projects and programmes that deliver strategic Investment priorities

### Competency Framework Level

	General Competencies
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• We do what we say we will</li> <li>• We do it when we say we will</li> <li>• We aim for excellence</li> <li>• We keep people informed</li> <li>• We strive to learn and develop</li> <li>• We give and receive constructive feedback and act on it</li> </ul>

### Manager

	Leadership & Direction
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Understands the plan for going forward and shares their understanding with others</li> <li>• Manages delivery of value-added activity and identified outputs</li> <li>• Ensures that roles are clearly allocated for the completion of tasks</li> <li>• Identifies and resolves issues as they arise</li> <li>• When mistakes are made focuses on the lessons to be learned for the future</li> <li>• Ensures individuals understand the contribution they can make to corporate and service objectives</li> <li>• Provides relevant support, training, and resources to enable individuals to deliver their objectives</li> </ul>

	Communication & Influence
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Communicates clearly what outcomes will be achieved</li> <li>• Is aware of the relevant stakeholders and the necessary interface that this produces</li> <li>• Communicates success or otherwise as the project or program evolves</li> <li>• Delivers consistently at a professional level in the written, spoken and outward facing interactions that are representational of the organisation</li> <li>• Adapts their communication style in response to others and the situation</li> <li>• Checks for understanding and is able to build consensus, where disagreement exists</li> </ul>

	Experience & Technical
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Has established career in chosen field with more than 3 years relevant experience</li> <li>• Has most of the technical knowledge / skills required by the organisation in their field and can independently access anything outside of their skillset</li> <li>• Leads the organisation on a day to day basis on defined projects or programmes</li> <li>• Manages day to day relationships with Civil Servants in their field</li> <li>• Is an adviser to the Head of Service and Director in their area of responsibility</li> <li>• Is a recognised expert within the organisation in their project / programme</li> <li>• Manages more junior officers in their projects / programmes</li> </ul>

	Responsibility & Accountability
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Has operational responsibility and accountability to Head of Service for their project / programme</li> <li>• Has operational responsibility and accountability to Head of Service for delivering the Outputs required in their project / programme</li> <li>• Has operational responsibility and accountability to Head of Service for financial outcomes within their Project / Programme</li> <li>• Has operational responsibility and accountability to Head of Service for People Development within their Project / Programme</li> <li>• Takes personal ownership of challenges/issues through to resolution</li> </ul>

## Duties & Responsibilities

1. Responsible for managing the development of new projects and programmes including:
  - I. Leading on establishing appropriate project teams to ensure robust and consistent project and programme development.
  - II. Managing the development of a pipeline of robust programmes and projects that will deliver the strategic investment priorities.
  - III. Supporting internal and external customers on the development of Business Cases.
2. Lead on bespoke development plans for projects and programmes and coordinate input from specialist thematic resources to meet the needs of all partners, so they can be developed, assured, and approved effectively to maximise opportunities, reduce risk, and ensure value for money.
3. Lead on developing good working relationships with a wide range of partners and organisations relevant to the development and delivery of projects and programmes.
4. Lead on working collaboratively and actively supporting partner organisations on projects coming forward for investment, and assist those partners in the development, evaluation, approval, and delivery of those projects, with a strong emphasis on facilitation through partnership working, with constructive challenge where necessary.
5. Where a programme or project is proposed for investment lead on the writing of high-quality business cases (adhering to HM Treasury Green Book guidance) for that programme or project that:-
  - fully reflects the proposals for the project or programme;
  - meets the requirements of the Authority's Assurance Framework;
  - maximises the value for money for the Authority's investment, including through leverage of other funding and/or commercial delivery arrangements as appropriate;
  - is robust and will give the project the best chance of being delivered successfully; and
  - captures fully the required outputs and outcomes and how these will be measured in delivery.
6. Develop and maintain appropriate best practice guidance, policies, and procedures for business case development and provide user training and support.
7. Work effectively with the relevant Assurance Bodies (internal and external) to assist with the formal evaluation and approval of projects and programmes under the Authority's specified processes, and otherwise as required.
8. Seek out, and have full regard for, local, regional, national, and international issues and developments affecting the Tees Valley Investment Plan, including opportunities for investment.

9. Manage the internal bid preparation and approval processes in respect of external funding opportunities, ensuring the preparation and submission of well-planned and high-quality bids and maximising the chances of success in securing external funding.
10. Work proactively to ensure strong and effective relationships with key public sector stakeholders and project partners including the local authorities and other public sector bodies and represent the organisation on external project boards as required.
11. Report to and advise the TVCA Management Group and other groups as required on programme and project business cases that have been produced for evaluation and approval.
12. Lead the procurement and manage external advice and technical guidance where appropriate.
13. Manage allocated staff members as required.
14. Manage associated budgets and costs in line with agreed procedures.
15. Deputise for the Head of Investment Development, where appropriate.
16. Undertake any other duties that may be deemed reasonable and necessary to meet the duties and responsibilities of the post and undertake any training that is identified as being required to achieve this.
17. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
18. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
19. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act and behave according to the Employees' Code of Conduct.