Job Description

Post title	Programme Manager (Major Projects)
Grade	N11
Directorate	Economy Growth and Innovation
Team	Place – Housing and Regeneration
Reporting to	Principal Regeneration and Infrastructure Manager
Responsible for	Allocated staff as required

Job Purpose

The Programme Manager (Major Projects) will develop, deliver and lead a range of major complex projects, that enable Mayoral ambitions for regeneration and economic growth. The postholder will:

- Initiate and drive forward delivery of regeneration programmes and major projects that unlock investment, accelerate development and transform places – supporting ambitions within Mayoral Development Zones and the North East Local Growth Plan.
- Provide leadership across multi-disciplinary teams, consultants and partners; working across a number of departments within the Mayoral Strategic Authority at one time.
- Work closely with multiple external partners to deliver a series of shared goals and plans.
- Lead the development of funding business cases and champion the same through MSA assessment and assurance processes
- Establish and uphold robust programme governance, risk management and reporting arrangements
- Be the ongoing face of the MSA for delivery partners post funding allocation; ensuring that high profile projects and programmes are captured within substantial communications campaigns.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

1. To develop the strategy for programmes including, goals priorities and methodologies for programme delivery.

2. Oversee the integration of multiple projects within programmes to achieve the desired outcomes.

3. To engage with and provide professional advice to internal and external stakeholders at a local and national level ensuring the needs and expectations are managed effectively.

4. To implement and oversee processes which ensure effective risk management, financial and performance management, benefits realisation and effective governance.

5. To collaborate with partners and stakeholders across the region ensuring a coordinated approach and delivery focussed culture.

6. To provide information and advice to leadership teams and portfolio advisory boards regarding the development and delivery of programmes and projects.

7. To prepare and write funding bids to secure and maximise programme funding and to negotiate and establish project funding agreements to ensure optimum outputs and value for money are achieved.

8. To monitor programme, spend, ensuring adherence with the Strategic Authority's financial regulations, ensuring effective spend and value for money.

9. To monitor and evaluate programme performance against key performance indicators, developing and implementing continuous improvement mechanisms.

10. To contribute to the development of the Strategic Authority's service planning activities and priorities, ensuring alignment to the Authority's strategic aims and objectives.

Organisational responsibilities

- **Communication**
  We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**
  All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

  All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**
  We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**
  We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

  All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

  This post is not subject to a disclosure.

- **Politically restricted**

  The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Programme Manager (Major Projects)

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• Educated to degree level in a relevant discipline or equivalent experience in a similar role.	• Evidence of continued professional development. • Membership of relevant professional body. • Project/Programme Management Qualification. • Post graduate qualification in a relevant discipline.
Experience	• Proven experience of project/programme leadership management and delivery. • Experience of developing, shaping and managing complex regeneration/infrastructure project and programmes. • Experience of securing business case development, funding and bid writing. • Experience of procurement and commissioning evidence, masterplans and/or studies to support regeneration and infrastructure development. • Experience of programme appraisal, due diligence and evaluation. • Experience of project scheduling, monitoring and reporting of project deliverables. • Experience of programme and project risk identification and risk management solutions. • Managing and analysing data to deliver solution driven approaches. • Experience of effectively managing budgets.	• Understanding and knowledge of the workings of local government. • Experience of managing teams against nationally set deadlines and data/targets. • Experience of assessing scheme development appraisals. • Liaison with government departments and agencies. • Experience of using and understanding of project planning software. • Experience of developing commercial investment proposals.

	• Experience of developing and maintaining positive working relationships with stakeholders at all levels. • Experience of building collaborative stakeholder relationships and managing teams	
Skills and Knowledge	• Knowledge of regeneration, infrastructure, place-based approaches, planning, housing delivery and inclusive growth principles. • Understanding of the regeneration and infrastructure policy and national priorities • Strong programme management skills. • Knowledge of the planning system, site master planning processes and site appraisals. • Strong analytical and decision-making skills. • Strong and effective verbal and written communication and influencing skills. • Experience of managing teams. • Excellent organisation and time management skills whilst working to challenging deadlines. • Excellent stakeholder engagement, negotiation and partnership skills. • Excellent working knowledge of Microsoft applications and IT systems. • An understanding of the vision and priorities of the North East MSA.	• Technical regeneration and development skills such planning, surveying or development appraisals. • An understanding of the vision and priorities of the North East MSA – Local Growth Plan. • In depth understanding of infrastructure, planning and regeneration policy.
Personal Qualities	• Ability to demonstrate leadership and team collaboration. • Adaptability and resilience. • Ability to work independently and as part of a team. • Ability to set work priorities for the team. • High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	