

JOB SUMMARY

Post Title	Strategic Manager - Economy & Regeneration Programme Delivery						
Job Family	<i>Business Support</i>	Pay Range	16	Line Manager to others?	Yes	Role profile ref	BS16
Service Area	<i>Community Services Directorate</i>						
Line Manager	<i>Service Director – Communities, Regeneration and Economy</i>						
Location	<i>County Hall/ Agile</i>						

Job Purpose

Responsible for the development and delivery of council and partnership Transport and Regeneration infrastructure projects and programmes, contributing to the delivery of the Council Plan or allied strategies and plans.

To lead a Programme Office providing strategic leadership to project teams, including consultants, specialist contractors and all relevant stakeholders, in the procurement and management of major contracts or multiple smaller contracts, at any or all programme life-cycle stages from initial feasibility to completion and asset handover. This will include the procurement and management of capital works contracts and service contracts.

To manage, monitor and deliver a programme of work of major projects within allocated resources, including staff, finances and physical resources across the council, to ensure projects are delivered to agreed objectives, timescales, quality standards and performance targets and the appropriate management of risk.

To make key decisions and recommendations for a programme of work or major projects including management of risk, negotiation with key stakeholders and appropriate and timely reporting. Work closely with internal and external partners and stakeholders, to develop and deliver regeneration activities, initiating, developing, and managing effective working relationships to embed proactive, professional, and technically sound solution focused management to achieve agreed outcomes.

Responsible as a senior manager in the Community Services directorate, for developing and delivering a flexible and agile workforce and fostering/encouraging an increasing commercial focus whilst retaining a public sector ethos, applying a robust delivery focussed leadership approach for implementation and performance management.

Job Context

- **Managing Major Projects and Programmes**
 - Develop, implement and manage a programme of major projects, to respond to and deliver to relevant programme Board objectives.
 - Recommend the technical and competence skills requirements and resource options, within internal and external resource constraints, to deliver a programme of work, or major project within an agreed timescale.
 - Lead on the determination of the most effective procurement and contractual arrangements for schemes to achieve the most beneficial commercial terms, appropriately managing risk and reward whilst complying with procurement regulations.
 - Manage, monitor and deliver a strategic programme of major projects within allocated resources, including finances and physical resources, to ensure services/projects are delivered to agreed objectives, timescales, quality standards and performance targets and ensure the appropriate management of risk.
 - To lead, motivate and manage a multidisciplinary team of staff with appropriate skills from across the council.
 - Provide projection targets and monitor achievement and performance against these to ensure benefit realisation, instigating remedial action as required, as a core part of managing a major programme.
 - Oversee and direct the transition from change delivery to business as usual, ensuring that any new capabilities are fully exploited.

JOB SUMMARY

- Engagement and partnership working
- Seek to identify funding opportunities for the council, making applications as appropriate and seeking to maximise the benefits from key internal and external stakeholders
 - Take the lead in the management of programme and project boards and the development and maintenance of strong working relationships with cabinet members, ward councillors and key stakeholders to ensure programme activity remains to plan, is delivered on time and within agreed available resources.
 - Engage with others internally and externally in developing partnerships at departmental, corporate and / or regional level to support and improve service delivery of integrated services.
 - Lead in developing public awareness and understanding of services which are likely to have a significant impact on the community.
 - Managing the political interface for their programme of work or major project, which is likely to be irregular and not contentious.
 - Represent the Council in public, regulatory or other forums or in relation to challenges to their programme and or major project.
- Strategy
 - Provide information and expertise to inform DMT and Service Board decisions on the strategy for the respective programmes.
 - Provide information and expertise to support development and delivery of the Service Board contribution to key department themes and manage delivery of elements within their programme or major project.
 - Remain abreast of relevant local and national policy and regulations and apply this knowledge to regeneration and key highways schemes.
- Actively promote and celebrate diversity, ensuring that the service and team members champion the principles of inclusion.
- Proactively build good working relationships and communicate effectively with all stakeholders, including partner organisations, members and strategic directors.
- Ensure that all aspects of health and safety management and operational practice are in place, monitored and reviewed on a regular basis, with all required training identified and instigated to meet staff need.
- Provide strategic leadership and management of multi-professional teams, influencing people through motivation and effective communication common regeneration goals and aspirations.
- Contribute to the overall leadership of the council, ensuring a high calibre, well-motivated, effective and engaged workforce.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Substantial relevant experience of delivering specialist services which support complex service delivery, with expert technical /professional knowledge and experience.	<i>Significant leadership and management experience of projects and programmes including capital works and service re-configuration at all phases including outline business case, outline design, detailed design, construction works and handover.</i>	E	
Expert applied knowledge of the service area, councils and the interrelationships with other partners and stakeholders.	<i>Experience of large scale, high value commissioning, procurement and contract management of suppliers within a local government environment.</i>	E	

JOB SUMMARY

Excellent understanding of emerging developments within the scope of the specialist area.	<i>Evidence of being actively engaged in own professional development and maintenance of any professional standards or registration.</i>	E	
Extensive and comprehensive knowledge of the Council's constitution, processes and procedures, with an understanding of political sensitivities.	<i>Possessing a clear understanding of the confines within which decisions can be undertaken within delegated authority and which require senior managers and political exposure.</i>		D
Experience of leading projects, which impact the area of specialism, IWC and wider partner relationships with a demonstrative understanding of project management methodologies and systems.	<i>Experience of leading large scale and complex programmes / projects through robust project/programme methodology that secures delivery on time, within budget and to required standards and expectations.</i>	E	
Authority and credibility to build relationships and engage successfully with colleagues, partners and customers. Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence strategic decisions and outcomes critical to the organisation.	<p><i>Highly developed communication skills with demonstrable evidence of the ability to engage, influence, negotiate and constructively challenge with a view to reaching a consensus on required outcomes.</i></p> <p><i>Demonstrable competence in the delivery of high-quality presentation skills that engages the audience; conveys key messages and is outcome focussed in content.</i></p> <p><i>Demonstrable evidence of developing and maintaining an inclusive working environment and actively promoting and celebrating the diverse life experience that people bring.</i></p> <p><i>Evidence of ability to challenge unlawful discrimination, harassment and victimisation or having taken steps to prevent such situations arising</i></p>	E	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.		E	
Proven experience of producing and delivering long term plans developing and delivering strategy and policies which satisfy the council's objectives.		E	
Extensive experience of managing change effectively in a variety of functional and business environments.	<i>Possess a positive 'can do' approach which inspires others to achieve. Evidence of self-awareness and understanding of the impact of own approach and behaviour on others and is flexible to adapt style and approach to the differing needs</i>	E	

JOB SUMMARY

	<i>of people.</i>		
Excellent leadership skills to inspire, motivate and develop team members to high levels of performance. Initiative, strategic and political awareness demonstrated in innovative approach to problem solving and decision making.		E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree level or equivalent standard.	<i>In a relevant field</i>	E	
Post graduate qualification.			D
Relevant professional qualification.	<i>Recognised project or programme management qualification such as Prince2 or MSP or significant demonstrable experience</i>	E	
Professional registration may be required.	<i>Registered programme or project practitioner i.e. Prince2 Practitioner or MSP Practitioner or equivalent experience</i>		D
May require relevant certifications including evidence of fluency in English language.		E	

Other Requirements
To be available out of normal working hours as required for responding to emergency situations