JOB TITLE: Staveley Town Deal - Project Manager

DIRECTORATE: Economic Growth Directorate
SERVICE AREA: Economic Development
GRADE: 12
RESPONSIBLE TO: Economic Development Manager

MAIN PURPOSE OF POST:

To lead on and co-ordinate the delivery of the Staveley Town Deal initiative, supporting the development of a Town Investment Plan, developing major regeneration projects and programmes that contribute to the growth of Staveley’s economy.

To project manage the delivery of Town Investment Plan, working with key stakeholders to develop a range of projects and initiatives that will ensure the long terms regeneration of Staveley, and support the delivery of the Chesterfield Growth Plan, maximising opportunities from partnership working, external funding and facilitating positive economic outcomes for the local economy.

To be responsible for supporting the Town Deal Board, project financial management and planning to include the management of substantial project budgets and procurement associated with projects.

To work with the wider Economic Development Team and Head of Economic Growth to identify, develop and pursue new regeneration opportunities.

DUTIES AND RESPONSIBILITIES:

The post holder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures and undertake the Councils Employee Values and Behaviours.

To facilitate and support the Town Deal Board, formed to oversee the development and implementation of Town Plan for Staveley, that will lead to the success of a Town Deal for the Town.

Liaise with partners and key stakeholders to ensure that the Town Deal opportunity is maximised for Staveley, acting as an advocate for the place and ensuring strategic links are made with other opportunities and initiatives.
Develop a Town Deal Implementation plan which will include the initial development and subsequent implementation of a range of major and complex regeneration projects.

Ensure that effective project management, planning, budget and risk management controls systems are in place to ensure sound project delivery.

Provide leadership to multi-disciplinary teams from a project delivery perspective in order to achieve successful regeneration outcomes from project delivery.

Ensure that all professional work related to project delivery is undertaken (e.g. site acquisitions, licenses, disposals, consents).

To maintain a thorough knowledge of the latest policies, regeneration opportunities, strategies and initiatives locally, regionally and nationally in order to facilitate the delivery of projects and the development of new initiatives.

Work in partnership with external partners and key stakeholders from the public and private sector to ensure the effective delivery of projects and to ensure strong and effective relationships are maintained.

Identify, as appropriate, new opportunities for projects/schemes and activities that will support the delivery of ambitions as outlined in the Staveley Town Deal Implementation Plan and Chesterfield Growth Plan and the Council’s Corporate Plan.

Use up to date knowledge of funding to identify and secure funding from the public and private sector to enhance project delivery or to support the development of new projects.

Oversee and implement procurements to support project delivery in line with Council’s (and or funders) procurement policy.

Identify gaps in knowledge and skills requirements internally to ensure effective delivery of projects in a timely manner, overseeing the procurement of consultants/research and studies as appropriate.

Prepare detailed project plans, reports and analysis for Project Boards, external stakeholders and internal Council meetings (including Cabinet and Full Council reports).

Ensure compliance with all project funding requirements through achieving the effective monitoring of activity undertaken and the establishment of clear audit trails.

Using a range of communication methods, including presentations, report on project progress to a range of internal and external stakeholders as required.

Ensure opportunities for positive communications as a result of project/schemes are maximised.

Ensure that the wider economic, social and health benefits from project/scheme delivery are realised by working with colleagues and partners.

Ensure that good practice is embedded into the delivery of projects and that lessons learned and evaluation is included in all aspects of project delivery.
Any other duties which are equal/similar to the responsibility level and grade of the post.

To be aware of, and implement, the Council's Equal Opportunities Policy

**SPECIAL FEATURES OF THIS POST**

Chesterfield Borough Council operates an agile working policy that enables employees to work from a variety of locations to best serve the customer and the service. It is envisaged that this post will involve an element of agile working, requiring you to carry out your duties at your usual workplace or at another Council site but which may also require you to work from home or at any other site delivering services for the council as directed.
PERSON SPECIFICATION

JOB TITLE: Staveley Town Deal Project Manager

POST NO:

DIRECTORATE/SERVICE AREA: Economic Growth

SKILLS/KNOWLEDGE/ABILITIES

Essential

Highly developed project management skills with clear evidence of successful delivery of complex regeneration projects

Thorough understanding of national policy framework for regeneration

Strong financial reasoning and analytical skills with the ability to manage substantial budgets

Working knowledge of external funding with a track record of securing funding for use on regeneration activities

Ability to manage and monitor external funding

Good understanding of planning process as part of project development, management and delivery.

Well rounded understanding of property development in both housing and commercial sector.

Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally, producing project monitoring updates as well as having effective interpersonal skills that allow you to persuade and influence others).

Ability to lead, motivate and develop project teams and forge effective relationships often at a senior level

Ability to plan and co-ordinate activities of self and project team in context of conflicting priorities

Ability to work to tight deadlines whilst managing a variable workload and changing priorities

Ability to think creatively and develop new solutions to resolve problems
Demonstrate an innovative approach with the ability to identify and deliver improvements.

Desirable

Knowledge of Combined Authority/Local Enterprise Partnership (LEP) priorities and ability to link with successful project delivery on the ground

EXPERIENCE

Essential

Experience of managing complex regeneration projects.

Experience of working in regeneration/economic development

Experience of managing and monitoring multiple funding streams and substantial budgets > £5m

Experience and track record in leading multi-disciplinary project teams and partnerships to secure positive outcomes.

Experience of managing internal and external contractors to deliver positive outcome to agreed project specification and timeframes.

Experience of managing procurement processes

Experience of chairing regular progress meetings and or steering groups with relevant internal and external stakeholders

Desirable

Experience of managing the implementation and delivery of high value construction projects

QUALIFICATION/TRAINING

Essential

Educated to degree level or equivalent

Desirable

Project Management training qualification or equivalent

A professional qualification at level 4 or above in a related field (surveying, planning, construction)