JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Project Delivery Manager (Joint Growth Unit)</th>
<th>JE NUMBER:</th>
<th>A131014</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE:</td>
<td>Economic Growth</td>
<td>BAND:</td>
<td>13</td>
</tr>
<tr>
<td>RESPONSIBLE TO:</td>
<td>Assistant Director Economic Growth</td>
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<tr>
<td>RESPONSIBLE FOR:</td>
<td>Overall leadership of the multi-disciplinary economic growth project delivery team and coordination of project resources to deliver significant growth projects and programmes in support of sustainable economic and housing growth to drive outcomes and benefits for our communities, and to ensure Chesterfield achieves its growth strategy objectives.</td>
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MAIN PURPOSE OF POST:

- To work in partnership with both the public and private sector to identify and develop innovative ways to deliver robust growth projects and to secure commercial and public finance and investment funding to deliver tangible benefits that promote growth and transformation of Chesterfield’s economy.
- To lead on the delivery of complex multi-agency regeneration projects
- To plan, monitor and manage projects and programmes identifying and mitigating any commercial, financial or legal risks.
- To manage and deliver complex, multi stakeholder projects or programmes to time and budget, ensuring the highest level of communication and relationship management across all levels.
- To lead on all procurement activities, ensuring best value for money and adherence to appropriate financial arrangements.
- To manage and monitor budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.
- To lead on all change management activities including stakeholder management, managing resistance, building change capacity, designing and defining roles and responsibilities.
- To lead on the delivery and implementation of initiatives and programmes within the Chesterfield Economic Growth Strategy.
- To work with external delivery partners (including LEP’s) to monitor the impact of funding programmes and initiatives, to ensure that finance is accessed for project delivery.
- To ensure senior council officers and elected members are fully briefed on all issues relating to the delivery of significant projects in the local economy
- To support the wider Economic Growth Team in responding to inward investment enquiries and supporting the promotion of local supply chain initiatives to developers investing in the Borough.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities must be undertaken to comply with Council policies/procedures.

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<thead>
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<tbody>
<tr>
<td>1.</td>
<td>To support the Assistant Director Economic Growth to develop, co-ordinate and deliver significant growth projects and investment opportunities across the Borough, providing a commercial and market awareness approach to regeneration working closely with private sector developers and the construction industry.</td>
</tr>
<tr>
<td>2.</td>
<td>Manage the day to day workload of the Project Delivery Team reporting to the Assistant Director Economic Growth, providing strategic programme and project support to major cross-cutting capital investment projects and programmes across the borough.</td>
</tr>
<tr>
<td>3.</td>
<td>Lead and embed project management practice across the Project Delivery Team to ensure the successful delivery of major projects.</td>
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<td>4.</td>
<td>To ensure that all projects and initiatives are based on sound business plans incorporating robust financial models and deliverable project plans. To ensure, in conjunction with the Assistant Director for Economic Growth and Assistant Director for Housing Services, that all projects are properly resourced.</td>
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<tr>
<td>5.</td>
<td>To identify, and direct other team members in, land acquisitions necessary for site assembly and business relocation, including unlocking land opportunities and facilitating public and private sector development partnerships.</td>
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<tr>
<td>6.</td>
<td>To work alongside the Economic Development Manager in bidding for external funding to support the delivery of projects and programmes.</td>
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<td>7.</td>
<td>Co-ordinate and direct others in the preparation of tenders, design competitions for identified sites, and manage the competition process within set guidelines.</td>
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<tr>
<td>8.</td>
<td>Appoint, and direct others in appointing, the appropriate consultants and contractors to deliver any infrastructure, public realm or construction projects that are to be delivered directly by the Council, or in partnership with other public or private bodies.</td>
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<tr>
<td>9.</td>
<td>Monitor the progress of schemes against agreed business plan and/or masterplan targets and take remedial action as necessary.</td>
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<tr>
<td>10.</td>
<td>Identify, assess, manage and mitigate risks relating to the priority projects for this team, including the preparation and maintenance of risk logs which will contain all information about the risks, their analysis, countermeasures and status.</td>
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<tr>
<td>11.</td>
<td>Provide strong performance management of the Project Delivery Team by owning and developing service planning, robust financial and performance management ensuring continuous improvement, value for money and best value are delivered.</td>
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<tr>
<td>12.</td>
<td>Promote the continued growth of the Borough working with a range of public and private sector development partners, funding agencies, LEP partners and inward investors.</td>
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<tr>
<td>13.</td>
<td>Provide strategic input to regeneration policy and programmes and to research, prepare and present strategic and high-level reports to the members of the Council, Chief Executive, Corporate Management Team and Economic Growth Management Team.</td>
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<tr>
<td>14.</td>
<td>Maintain effective links and joint working with public, private and voluntary agencies at Borough, regional and national level and to advise the Assistant Director Economic...</td>
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<td></td>
<td>Description</td>
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<td>15.</td>
<td>Represent the interests of Chesterfield Borough Council in matters on inter authority organisations/meetings and other external bodies as directed by the Council.</td>
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<tr>
<td>16.</td>
<td>Alongside the Economic Development Manager be responsible for managing the relationship with the Joint Growth Board and Derbyshire County Council.</td>
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<tr>
<td>17.</td>
<td>To be responsible for the supervision and co-ordination of all employees within Chesterfield Borough Council that may be assigned to deliver regeneration projects.</td>
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<tr>
<td>18.</td>
<td>Ensures that projects remain compliant with any legislative or governance changes at a Chesterfield, Derbyshire, East Midlands and national level.</td>
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<tr>
<td>19.</td>
<td>To keep abreast of best practice, innovation and developments in respect of the wider economic development agenda and to recommend policy and improvements to the Corporate Management Team.</td>
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<tr>
<td>20.</td>
<td>To be responsible for procuring and managing capital and service contracts, ensuring that all contractual, legal and health and safety matters are addressed.</td>
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<tr>
<td>21.</td>
<td>Advise members of the council, service areas and where appropriate other individuals and organisations on matters relating to the area of activity.</td>
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<td>22.</td>
<td>Represent the council on inter-authority and regional working groups as appropriate.</td>
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<tr>
<td>23.</td>
<td>Prepare and present reports to meetings of portfolio holders, the council’s Cabinet, committees, scrutiny panels, community forums and tenant groups as appropriate.</td>
</tr>
<tr>
<td>24.</td>
<td>To keep up to date with any changes in legislation impacting on the area of activity and to recommend to the Assistant Directors for Economic Growth and Housing any changes to policy and/or procedure in order to ensure compliance with legislation.</td>
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<tr>
<td>25.</td>
<td>To assist in planning and delivering services in line with the Economic Growth Service Plan.</td>
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<tr>
<td>26.</td>
<td>To assist in the setting of key performance indicators for the area of activity and to monitor, manage and report, as appropriate, performance against indicators.</td>
</tr>
<tr>
<td>27.</td>
<td>To assist in setting and managing budgets for the area of activity and to be responsible for the effective and efficient control of all budgets relating to the area of activity.</td>
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<tr>
<td>28.</td>
<td>To be responsible for working in accordance with all Council Policies – including but not limited to financial, procurement, customer care, performance management, health &amp; safety and equality policies.</td>
</tr>
<tr>
<td>29.</td>
<td>To be responsible for complying with all Health &amp; Safety obligations.</td>
</tr>
<tr>
<td>30.</td>
<td>To comply with all statutory requirements.</td>
</tr>
<tr>
<td>31.</td>
<td>Any other duties which are equal to or similar to the responsibility level and grade of the post.</td>
</tr>
</tbody>
</table>
32. To be aware of, and implement, the Council's Equal Opportunities Policy

33. Deputise as required for the Assistant Director, Economic Growth.

**GENERAL – To be aware of and implement the following:**

**Equalities** – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.

**Staff Development** - The Council’s Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**SPECIAL FEATURES OF POST:**

<table>
<thead>
<tr>
<th>Political Restriction</th>
<th>YES</th>
<th>X</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Vetting Checks e.g Disclosure and Barring Service (DBS)</td>
<td>YES</td>
<td>X</td>
<td>NO</td>
</tr>
</tbody>
</table>

| Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service. | YES | X | NO |

| You may be required to carry out those duties at your present workplace or at another council venue. | YES | X | NO |

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.
**PERSON SPECIFICATION**

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<th>JE NUMBER:</th>
<th>A131014</th>
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<tr>
<td>DIRECTORATE:</td>
<td>Economic Growth</td>
<td>DATE:</td>
<td>June 2020</td>
</tr>
</tbody>
</table>

**KNOWLEDGE / SKILLS / ABILITIES**

**Essential**

- Good knowledge of current project management approaches, legislation and best practice.
- Effective verbal and written communication skills with the ability to influence, negotiate and build strong relationships with external partners and customers.
- Ability to analyse complex issues, produce reports and provide briefings.
- Able to demonstrate a robust knowledge and understanding of project delivery issues.
- High level of budgeting and resource management skills.
- Ability to use a range of ICT systems, e.g. Microsoft Word, PowerPoint, Excel, Auto Cad, Project Management software and tools.

**Desirable**

- Understanding and appreciation of legal contracts and public and private sector financial instruments to employment growth and regeneration.
- Experience of local government working practices.
- Knowledge of a variety of funding sources.

**EXPERIENCE**

**Essential**

- Extensive experience of working on delivery of major and complex regeneration projects and initiatives.
<table>
<thead>
<tr>
<th>Essential</th>
<th>Qualifications</th>
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</thead>
<tbody>
<tr>
<td>Managing staff, consultants and contractors</td>
<td>Application</td>
</tr>
<tr>
<td>Experience of relationship management with partners and private sector developers up to Director level.</td>
<td>Form/Interview</td>
</tr>
<tr>
<td>Experience of working in a multidisciplinary team within a project delivery focused /Economic Development environment.</td>
<td>Application</td>
</tr>
<tr>
<td>Experience in using programme and project management techniques and software.</td>
<td>Form/Interview</td>
</tr>
<tr>
<td>Extensive experience of preparing project briefs and procuring and managing consultants.</td>
<td>Application</td>
</tr>
<tr>
<td>Managing budgets on major projects involving a range of partners and funding sources.</td>
<td>Form/Interview</td>
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</table>

| Desirable                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Working with private sector and public sector partners to secure successful outcomes                                                       | Application     |
| A proven track record of identifying and securing external funding and private sector investment.                                            | Form/Interview  |
| Experienced at presenting reports to committees/ project boards/ senior management teams.                                                   | Application     |
| Experience of writing and developing business cases and reports for a wide range of people                                                    | Form/Interview  |
| Experience of local government working practices                                                                                         | Application     |

**QUALIFICATIONS**

**Essential**

- Qualified to Degree Level or equivalent in Economic Development related or equivalent discipline.

**Desirable**

- Leadership and Management qualification
### OTHER REQUIREMENTS

<table>
<thead>
<tr>
<th>Essential</th>
<th>Application Form, Interview</th>
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<tbody>
<tr>
<td>• To display the council’s values and behaviours when carrying out the job role</td>
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<tr>
<td>• To perform the job role in accordance with the specified level of the council’s Competency Framework</td>
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<td>• Commitment to self-development, service improvement and organisational effectiveness</td>
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### COMPETENCY REQUIREMENT:

<table>
<thead>
<tr>
<th>Seeing the Big Picture</th>
<th>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level: 2</td>
<td>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</td>
</tr>
<tr>
<td>Changing and Improving</td>
<td>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it’s about learning from what has worked as well as what has not, being open to change and improvement, and working in ‘smarter’, more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</td>
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<tr>
<td>Level: 2</td>
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<tr>
<td>Making Effective Decisions</td>
<td>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it’s being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it’s about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the</td>
</tr>
<tr>
<td>Level: 2</td>
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<tr>
<td>Handling Information</td>
<td>They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</td>
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<tr>
<td><strong>Leading &amp; Communicating</strong></td>
<td>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It’s about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</td>
</tr>
<tr>
<td><strong>Collaborating and Partnering</strong></td>
<td>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it’s about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.</td>
</tr>
<tr>
<td><strong>Developing self and others</strong></td>
<td>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it’s being open to learning, about keeping one’s own knowledge and skill set current and evolving. For leaders, it’s about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It’s also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.</td>
</tr>
<tr>
<td><strong>Delivering Value for Money</strong></td>
<td>Delivering value for money involves the efficient, effective and economic use of taxpayers’ money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it’s about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the</td>
</tr>
<tr>
<td>Level: 2</td>
<td>Managing a Quality Service</td>
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<tr>
<td>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.</td>
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<table>
<thead>
<tr>
<th>Level: 2</th>
<th>Delivering at Pace</th>
<th>Interview</th>
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<tbody>
<tr>
<td>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</td>
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