

Job Description

Service:	Economy, Regeneration & Housing
Job title:	Projects Manager (Market Towns Regeneration Programme)
Grade:	G
Hours of work:	37 hours a week
Responsible to:	Programme Manager (Market Towns Regeneration Programme)
Responsible for	
Direct reports:	External consultants
Indirect reports:	None
Budget:	No direct budget but responsible for overseeing project budgets
For an informal discussion about the post please contact Sam Caldbeck, Regeneration Manager at Huntingdonshire District Council on 01480 388280 or email sam.caldbeck@huntingdonshire.gov.uk	

Purpose of Post:

The Regeneration team at the Council is responsible for delivering a wide range and variety of small to large scale projects. This includes working with partners to deliver new buildings and improvements to the public realm. We are also currently delivering a major refurbishment and redevelopment of the Priory Centre in St Neots, for which this post will be responsible for. This team works across the entire district but with a dedicated focus on each of our Market Towns (Huntingdon, St. Ives & Ramsey). Collectively these initiatives are defined as the Market Towns Regeneration Programme (MTRP).

The **Projects Manager** role will report to the Regeneration Manager and work collaboratively with other team members to collectively ensure the delivery of exciting and challenging regeneration investments.

The successful applicant will have responsibility for managing the delivery (from inception to completion) of several discrete capital projects within the MTRP portfolio.

The successful applicant will bring value to the Council through their knowledge and experience of the entire development and real estate lifecycle and what is involved at key stages with a focus on pre-construction, viability and sustainability.

The successful candidate will have oversight of several projects and will have responsibility for

- Testing feasibility proposals including assessing viability, legal, statutory and technical due diligence.
- Advising and supporting Council on different delivery models e.g. joint ventures
- Assisting in the procurement of multi-disciplinary teams to ensure that projects progress through the design, planning, preconstruction, construction and handover stages to agreed timescales.
- Operating as client and client representative as required through all project stages ensuring the schemes are delivered to time, cost and quality.

Key operational activities of the role will include;

- Preparation and management of robust project management documentation including project initiation documents, business cases, delivery plans, risk and issue logs, lessons learned and budget forecasts.
- Identifying and managing internal and external stakeholder input including senior managers, service managers, technical officers, external consultants, and community stakeholders to ensure the projects are clearly defined, developed and delivered in the most effective, efficient and co-ordinated manner.
- Preparation of concise and accurate reports for the Market Towns Regeneration Programme Board and formal and informal Council meetings as required on projects, key issues and risks and decisions required to ensure the Council is kept up to date on the issues that matter.
- Providing advice and input on the organisational needs and capacity to deliver a timely programme of work and where further support or focus is required to ensure benefits are realised.


- Prepare briefs for the appointment of external consultants
- Prepare and submit bids to secure funds for regeneration initiatives

Key Deliverables:

- Comprehensive and up to date Project Plans
- Effective alignment of resources to support project delivery
- Robust informal and formal reporting arrangements to senior officers and members
- Effective project management
- Capturing and assessment of the project benefits
- Guidance to officers and working closely with the MTRP Programme Manager and other team members.
- Preparation of highlight reports and claims for funders

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p>	<p>Educated to degree level or equivalent in a relevant area e.g., Town Planning, Surveying, Urban Design, Economics, Project Management</p> <p>In depth understanding of the issues and approaches involved in managing large and complex construction projects</p> <p>Through knowledge of the external market and the processes to co-ordinate resources and deliver completed developments</p> <p>Strong knowledge of development project and programme management methodologies such as PRINCE 2 and/or MSP</p> <p>Sound knowledge of town planning practice, procurement or property development</p>
<p>Experience</p> <p>Experience the person would need to do the job</p>	<p>Essential</p> <ul style="list-style-type: none"> ▪ Minimum 10 years' experience of project management, preferably in the area of property, regeneration, planning / urban design ▪ Successful track record in delivering complex construction projects ▪ Direct management of staff and clienting of project consultants in the delivery of projects ▪ Financial management including budget preparation resource planning and monitoring ▪ Stakeholder and partnership management within the public sector or similar environment ▪ Good working knowledge of MS Outlook, Word, PowerPoint and Excel.
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p>	<p>The successful candidate will offer the following abilities and skills:</p> <p>Leading and motivating – provide clear and equitable leadership, assisting others to maximise performance</p>

	<p>Delegating effectively – delegates clearly, monitoring regularly and giving timely support where necessary</p> <p>Negotiating Effectively - prepares and applies sound and persuasive arguments to secure positive outcomes from negotiations.</p> <p>Building Effective Partnerships - develops productive working relationships with staff group, colleagues and all potential partners in service delivery.</p> <p>Co-ordinating Projects - applies available resources in an organised manner, translating plans into action and objectives into realities.</p> <p>Exercising Political Awareness - recognises the importance of politics and politicians and works accordingly</p> <p>Analysing & Evaluating - assimilates large volumes of information, identifies the key issues, spots patterns and trends and makes balanced judgements.</p> <p>Resilience and Professionalism - embraces accountability, demonstrates ongoing resilience and the highest levels of integrity and professionalism</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Recommendations that will affect the scope and delivery of the Council's programme</p> <p>Making recommendations that could close down particular projects</p> <p>Highlighting the organisational gaps, risks and issues that need to be addressed</p> <p>Informing and communicating clearly officer and member decisions</p> <p>Considering relevant data when making evidence-based decisions</p> <p>Considers diversity issues when making decisions and proposals</p>
<p>Communication with Internal and External Customers</p>	<p>Post will be highly visible with members and senior officers</p>

What customers the applicant would be in contact with in the job	<p>This is a mix of strategic and operational work</p> <p>Internal customer contact – 60% (senior officers, cross section of officers)</p> <p>External customer contact – 40% (senior officers from partner authorities, other agencies including combined authority, health police, county council)</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>Self-starter</p> <p>Excellent listener</p> <p>Well-developed problem-solving skills</p> <p>Creative approach to stakeholder engagement</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.