

Job Description

Department:	Place and Economy
Division/Section:	Growth and Regeneration
Job Title:	Senior Project Manager
Post No:	
Grade:	14
Reports to:	Head of Regeneration
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<p>Place & Economy/ Growth & Regeneration Extended Management Team</p>
DBS Check applicable?	None
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes
Line Management responsibility for:	No direct line management responsibilities but will be responsible for managing large projects and external professional teams e.g. architects, surveyors, cost consultants.
Size of budget:	Monitoring Capital Projects up to £25m
Job Purpose:	Acting as a development manager you will take the lead and manage the planning, inception and delivery of projects in Peterborough City Centre.

	<p>You will work alongside appointed Senior Responsible Owners and Programme Management Office to support the implementation of capital projects and programmes to ensure they are delivered on time, within budget, to the agreed specification and in line with stakeholder expectations.</p> <p>We are looking for an experienced professional with a strong track record of delivering capital projects. A proactive thinker, natural problem solver and highly skilled communicator who understands the dynamics and politics of local government – you are someone who can build trusting relationships quickly and effectively.</p> <p>Use of practical experience in developing and managing regeneration projects which will include commercial, mixed use schemes and public realm.</p> <p>Your knowledge should encompass procurement, legal and finance, and you'll be committed to bringing forward regeneration which is inclusive and delivers social value for our communities.</p>
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Main Duties and Responsibilities:

	<p>Project Management</p> <ol style="list-style-type: none"> 1. To assist and enable the Senior Responsibility Manager, Head of Service and Director to deliver key projects within Peterborough’s regeneration portfolio. 2. Incept projects using an established project process and to incorporate the Council’s corporate objectives. 3. Oversee procurement and appointment of consultants and contractors as required. 4. Ensure that project briefs incorporate the Council’s broad range of City and project objectives. 5. Lead project delivery implementation to agreed targets (cost, value, programme etc). 6. Lead the professional team to secure appropriate approvals and consents 7. Identify and manage project risks and opportunities. 8. As required, identify and secure appropriate funding and finance strategies for projects 9. With professional team support, negotiate appropriate commercial terms for delivery. 10. Lead the delivery of professional services, enabling and main works contracts. 11. Liaise with communications teams to ensure inclusive communications and stakeholder engagement including in-person and virtual/digital strategies 12. Manage the external team to ensure essential compliance requirements are fulfilled (H&S etc). 13. Provide regular reporting on all project matters 14. Ensure that service and customer experience are to the highest levels 15. Take the lead in identifying and producing/commissioning a business case for capital projects 16. Provide insight and support to the Council’s Growth and Regeneration team. 17. Create sustainable long-term commercial solutions which contribute to the Council financially. 18. Work closely with diverse stakeholders, including colleagues from across the council and the local community. 19. Embed best practice and implement fully integrated approaches to project delivery and oversee SLAs and KPIs from start to finish. 20. As client representative, lead design and project team meetings as required on projects across various professional disciplines including planning, architecture, engineering, delivery project management, cost and general consultancy. <p>Procurement</p> <ol style="list-style-type: none"> 21. Prepare briefs on procurement of works and services in accordance with contract procedure rules and management of contracts.
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22. To assist in the procurement of resources to support the delivery of projects.

Funding and Financial Management

23. To exercise robust financial control over regeneration projects,

24. To report on financial performance

25. assist in the production of information in relation to budget monitoring and performance returns.

26. To undertake financial management activities including raising purchase orders and processing invoices on behalf of the team.

27. Provide information and evidence to support the preparation of claims, budget monitoring and performance returns.

28. To ensure that value for money is achieved, including looking at opportunities to increase income, reduce costs or explore alternative ways of delivering services through projects.

29. To assist in the preparation of funding bids and appraisals.

General

30. To support the preparation for events/visits with business partners, Government agencies, investors and developers.

31. To support the maintenance of effective and professional relationships with services within Peterborough City Council in support of the project

32. To respond to unplanned service priorities to meet the aims and objectives of the Council.

<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
<p>DATE:</p>	<p>17/10/23</p>	<p>COMPLETED BY:</p>	<p>Karen Lockwood</p>