

Job Description

Department:	Place and Economy
Division/Section:	Growth and Regeneration
Job Title:	Programme Manager
Post No:	014265
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> <pre> graph TD SD[Service Director Growth & Regeneration] --- EA[Executive Assistant] SD --- BCM[Building Control Manager] SD --- HP[Head of Planning] SD --- HED[Head of Economic Growth & Development CEX of Opportunity Peterborough] SD --- ASD[Assistant Director Adult Skills/ Executive Principal] SD --- APC[Acting Principal at City College Peterborough] SD --- HR[Head of Regeneration] HP --- NHEM[Natural and Historic Environment Manager] HP --- PPM[Planning Policy Manager] HP --- HSI[Housing Strategy and Implementation Manager] HP --- DMTL[Development Management Team Leader Majors] HP --- DMTL2[Development Management Team Leader General] HED --- OPMC[OP Marketing & Communications Manager] HED --- OPOM[OP Programmes & Operations Manager] HED --- FA[Finance Assistant] HED --- SMD[Smart Manufacturing Alliance Programme Director] HED --- DM[Development Manager] HED --- PO[Programme Officer] HED --- VEM[Visitor Economy Manager] ASD --- PAE[Principal of Adult Education] ASD --- PJMC[Principal JMC & Day Opportunities] ASD --- HCOL[Head of College Operations/Safeguarding Lead] ASD --- SEC[Secretary] HR --- PM[Programme Manager] HR --- POFF[Project Officer] HR --- SPM1[Senior Project Manager] HR --- SPM2[Senior Project Manager] </pre>
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:	<p>No. of direct reports: 3 No. of indirect reports: 3</p> <p>The role will take responsibility for the management of a diverse range of external professional consultants on an ad hoc basis as needed on specific commercial developments. This is likely to involve, depending on the projects within the programme, legal, financial, property, commercial and other advisors. These will also include Milestone and partner organisations, Peterborough College and Nene Park Trust and direct responsibility for the performance of project managers from these organisations who are delivering Towns Fund projects</p>

Size of budget:	Accounting for £22.9m Towns Fund budget with match funding up to £50m total for the programme. Up to £13m on one individual project, with a maximum number of simultaneous projects of 9 within the Towns Fund programme.
Job Purpose:	<ol style="list-style-type: none"> 1. To work with the Head of Regeneration on developing the overarching programme of Regeneration projects in Peterborough. 2. To take programme management responsibility for all grant funded projects within this programme.

Main Duties and Responsibilities:

1. To develop new programme and project ideas and take agreed proposals through the key stages of business case development into viable programme and project delivery taking account of costs, income and expenditure forecasts, key risks and benefits and essential legal and financial considerations.
2. To take responsibility for the budget and ensure full compliance with the relevant legal, financial and procurement frameworks across the council and ensure they are delivered within budget.
3. To take day to day responsibility for the delivery and management of agreed growth, regeneration and commercial development programmes and projects, and being accountable for costs, income and internal and external governance processes including government department governance, and working with relevant civil servants, Council Officers and specialist interim contractors.
4. To develop sound programme and project governance processes for agreed projects and programmes.
5. To prepare and present reports on behalf of the Head of Regeneration to the Strategic Director (Place and Economy) the CMT, CPF and Cabinet and to represent Place & Economy on the Corporate Risk Management Board.
6. To provide a project and programme management service to support the development and regeneration work in Peterborough.
7. To liaise and act cooperatively with other Council colleagues and members of partner and stakeholder organisations to ensure that programmes are delivered successfully.
8. To manage programme Board meetings, as required, and follow up agreed decisions and actions to ensure projects within programmes remain on track.
9. To be the Local Authority lead manager with the Town Deal Board (an external Board) to lead and represent PCC for the development and deliverables of the programme for Peterborough.
10. To prepare and deliver presentations to staff, partners and external organisations in the course of progressing the Council's objectives and promoting key projects.
11. To ensure the project managers keep sound administration of project files, keeping accurate records of expenditure and key approval decisions.
12. To adhere to the relevant policies of the Council and ensure these are properly implemented at all times.
13. To ensure that the health and safety and wellbeing of the client is embedded into the programme through design.
14. To baseline, facilitate the design, implement, then monitor and evaluate the programme improvements to demonstrate positive change. This includes areas such as outcomes in physical and mental health, activity levels and active travel, commercial activity (including property and income), crime/ASB reduction, cultural events, inclusion, volunteer uptake and educational attainment.
15. To demonstrate awareness of political issues affecting key areas of work and to act with appropriate sensitivity in communications, relationships and direct contact (face to face) with elected members.
16. To act as lead point of contact within the Council for regeneration programmes in Peterborough, including those that are accountable to government departments.

17. To act as Programme Manager responsible for the delivery of the following programmes: <ul style="list-style-type: none"> • Towns Fund • Shared Prosperity • LUF • Accelerated Funding 			
Generic Responsibilities:	<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>		
Flexibility Clause:	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.		
Variation Clause:	<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>		
DATE:	17/10/23	COMPLETED BY:	Karen Lockwood

Person Specification

JOB TITLE:	Programme Manager	POST NO:	014265
GRADE:	14	DEPARTMENT:	Place and Economy
HOURS		DIRECTOR:	Nick Carter
DIVISION:	Growth & Regeneration	COMPLETED BY:	Karen Lockwood
DATE:			

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> An in-depth knowledge of programme and project management best practice, including an understanding of risk management. An in-depth knowledge of commercial programme development and factors that impact viability. 	<ul style="list-style-type: none"> Knowledge of State Aid and Procurement regulations within Local Government
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to prepare coherent business cases that cover all aspects of multi-million-pound programmes or products, feasibility and future implementation. Adaptability to work within a diverse role, where requirements and activities are changeable. An ability to learn new skills and assimilate specialist or technical knowledge as needed. Ability to bring clarity and focus to issues that are undefined or ambiguous. Ability to communicate effectively in writing and verbally, adapting style to suit the audience (internal, external, executive, etc.) and being cogent of this involving complex and contentious information. Ability to take decisions and be decisive, within the confines set for the role. Possessing attention to detail, accuracy and thoroughness. Ability to provide detailed and comprehensive reports, research, with reasoned conclusion and arguments, taking into account that these conclusions may not be palatable to all 	<ul style="list-style-type: none"> Ability to read and interpret property plans

	<p>stakeholders, including senior politicians and Council officers.</p> <ul style="list-style-type: none"> • Ability to work on own initiative and as part of a team, prioritising and organising workloads to meet varying, changeable or conflicting demands often within tight deadlines. • Ability to work effectively at a senior level whilst also understanding the sensitivities of the work area. • Ability to work effectively in both a commercial and political environment and to show political/commercial awareness and sensitivity. • Highly developed negotiating and influencing skills. 	
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrate two or more years' experience of successfully developing and delivering commercial (profit-seeking) programmes, in either a public sector or private sector environment. • Experience of managing complex, multi-faceted projects or programmes. • Experience of working in a fast-paced, changing environment. 	<ul style="list-style-type: none"> • Experience of working in Local Government
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree or equivalent level. • Formal project management training, preferably PRINCE 2, including risk management, programme management, and budget management. 	<ul style="list-style-type: none"> • Full driving license • Higher qualification in business management, commercial development or a related subject.
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Ability to travel both within and out of area, which may need overnight stays on occasion. • Able to work flexibly to meet the requirements of the post and needs of the service, including attendance of late or very early meetings. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I).	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I).	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:(AI) Application / Interview, (P) Presentation, (W) Written Test.]