



Peterborough

PETERBOROUGH CITY COUNCIL

GROWTH, REGENERATION & SKILLS

JOIN THE
TEAM TURNING
AMBITION INTO
REALITY...





NOT YOUR AVERAGE CITY NOT YOUR AVERAGE J**OB**...

Peterborough City Council is looking for people with energy, determination and ingenuity to join its brand new Growth and Regeneration team – driving the creation of a world-leading destination rich in opportunity, learning and cultural capital.

Instilling pride, changing hearts and minds about somewhere that's been misrepresented and misunderstood for years – but in reality is a hugely welcoming and optimistic city – is going to be half the battle. However, the appetite for transformation, renewal and progress here

is very real – as are the strategies and funds we have in place to make them happen. As a team, we'll be building on strong foundations to make the change required for vibrant, thriving communities and to fuel economic growth, creating a place we can all work, live and play.



WHY NOW?

Peterborough already offers so many treasures, from the warmth, ingenuity and tolerance of our people to our formidable cultural heritage. On the following pages are just some of the reasons why Peterborough deserves a place on the world stage.

A RECENTLY RE-VITALISED HISTORIC CITY SQUARE WITH A GREAT MARKET SCENE, BUSTLING STREETS AND CAFÉ CULTURE

Internationally important historical centres such as the Must Farm Bronze Age settlement, Flag Fen, and the wall paintings at Longthorpe Tower

An emerging university that's already winning prestigious national awards (Alliance Award, University Alliance awards; University Impact Initiative of the Year, Association of University Directors of Estates awards)

Industrial heritage – our mighty engineering works have powered lives and livelihoods all over the world for over 100 years

A diverse cultural scene with almost limitless potential, underpinned by exciting infrastructure developments, plus dedicated professional and grassroots support

PETERBOROUGH CATHEDRAL – 900 YEARS YOUNG AND BURIAL SITE OF NOT ONE, BUT TWO BRITISH QUEENS, AND A VIBRANT CULTURAL CENTRE FOR PEOPLE OF ALL FAITHS.



WHY ME?

Because you don't just want a challenge – you want to make your mark in the most positive ways possible. And you're definitely not going to miss an opportunity like this: to be in on the ground floor with a highly experienced inaugural team, using your skills and knowledge to help shape and nurture the development of one of Europe's fastest-growing cities.

We're really not looking for bench-warmers here, those seeking easy wins or overly reliant on templated solutions. The successful candidate will embrace change, deliver maximum impact, and be proud to think (and puzzle-solve) a little differently.

Still interested?
Then let's crack on...





"PETERBOROUGH CITY COUNCIL HAS BEEN AWARDED £48M TO REIMAGINE THE AREA AROUND THE CITY'S CENTRALLY-LOCATED RAILWAY STATION, PROVISIONALLY TITLED THE 'STATION QUARTER' AND INSPIRED BY THE TRANSFORMATIVE WORK AT ST PANCRAS AND CAMBRIDGE. OFFERS WILL INCLUDE BEAUTIFULLY DESIGNED PIAZZAS TO REST, MEET AND GREET IN, AS WELL AS HIGH-END SHOPPING AND EATERIES."



MEET THE TEAM

Our team is already growing, heading up a wide variety of integrated strategies that include culture and heritage offers, the built environment, enhanced skills and learning, destination dining, shopping and more. Here, Karen, Tom and Tanya give us a snapshot of what they do and, more importantly, why they do it...

KAREN LOCKWOOD HEAD OF REGENERATION

An engineer by training, Karen now heads up Regeneration for the team. A background in problem solving and attention to detail are some of the skills she uses each day to bring about positive change on a city-wide scale – and beyond.



HOW DOES YOUR JOB TRANSLATE INTO REAL-WORLD RESULTS?

I work a lot with the Community teams at the moment – we're embarking on several exciting new projects that impact on people's everyday, built environment and it's all about making the city more attractive and sustainable for residents and visitors. For example, we are designing and building a new bridge across the river, developing a cultural community hub, a food and beverage hall, as well as planning to deliver a new Station Quarter. On Lincoln Road, we're implementing improvements including wider pavements. This in turn means opportunities for the creation of a greater café culture, in the process making the whole area more inviting and attractive to spend time in.



BEST THING ABOUT PETERBOROUGH?

When I go into the office, I love the fact that I can park up at the Key Theatre – which is an absolutely fantastic asset in its own right. That's next to Peterborough Lido – a 1930s 'Art Deco' building and a very popular public pool. (I went for a swim there just last Saturday, actually!)

Then, I walk across the bridge and get a brilliant view of the Embankment, the swans, the river, the Fletton Quays development of flats and new businesses, and of course the 900-year-old Cathedral and Cathedral Square is a stone's throw away. It's so pretty, and there's so much opportunity now for people to enjoy the area. That's how I start my working day – it's really refreshing!

- Karen Lockwood

TOM HENNESSY

HEAD OF ECONOMIC GROWTH AND DEVELOPMENT

Tom has been working in economic development for Peterborough since 2014, has already seen a lot of positive change, and been part of projects that are already transforming the city...



WHAT DO YOU ENJOY MOST ABOUT YOUR ROLE?

The way I always describe it is... It's like having the keys to the city! I go out and get behind the scenes in the university, then I'll meet with one of the fantastic businesses that we have here. I get to talk to their top teams and find out about their challenges for growth, for aspirations, get to see the 'shop floor', what they're doing, to understand their challenges and help them meet those head-on. But it's got to be a joined-up approach between direct support and more strategic interventions. The work this team is doing is a lot about having that breadth of vision, to imagine something that doesn't exist yet, but also realising that it's got to have positive, real-world impacts.

MOST EXCITED ABOUT?

We're currently shaping what we want this team to be – carving out our role in the city and its future, working with international businesses, with start-up programmes, supporting productivity, research and design, securing funding for new projects, and driving real, positive change for residents and businesses in the city and our rural communities. It's definitely a really good time to join us!

- Tom Hennessy





TANYA MEADOWS

HEAD OF ADULT SKILLS

Tanya has worked in skills and education for over 25 years and is currently the Head of Adult Skills at City College Peterborough. Part of Tanya's remit is securing and building resources to provide brilliant education and training for all – whatever their age, whether they're Peterborough born and bred or one of the international students from outside the country who are already studying at the city's brand new university...



WHY SHOULD PEOPLE APPLY FOR THIS JOB?

We've had a big investment for £1m per year for growth and regeneration, and we're already seeing the benefits of that right here in the city. The absolute beauty of this team is: we're not just talking about how we're going to do things – we're making real, tangible progress right now.

The work is very exciting and it's so varied. For example, in my role, one day I might be at a contractors' meeting making decisions on a new phase of the university build; the next day I can be leading on a skills and strategy workshop, or putting together the investment prospectus for future developers that want to come into the city, or on an adult social care strategy that's going to have positive results throughout the area. It's just so vast – and it definitely keeps you on your toes!

- Tanya Meadows

IF YOU LIKE WHAT YOU'VE READ AND WANT A CHANCE TO JOIN THE TEAM, HEAD OVER THE PAGE FOR A DETAILED JOB DESCRIPTION AND A LINK TO OUR APPLICATION FORM. AND DON'T FORGET TO KEEP UP-TO-DATE WITH US ON OUR SOCIAL PAGES!



JOB DESCRIPTION

Opens: 14th December
Closes: 14th January

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AND TO SEE OUR
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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] --- BM[Building Control Manager] SD --- AD[Assistant Director] SD --- APC[Acting Principal At City College Peterborough] SD --- HR[Head of Regeneration] BM --- HP[Head of Planning] BM --- HED[Head of Economic Growth & Development CEX of Opportunity Peterborough] BM --- AD2[Assistant Director] HP --- NHM[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 --- DMTG[Development Management Team Leader General] HED --- OPMC[OP Marketing & Communications Manager] HED --- OPO[OP Programmes & Operations Manager] HED --- FA[Finance Assistant] HED --- SMDA[Smart Manufacturing Alliance Programme Director] HED --- DM[Development Manager] HED --- PO[Programme Officer] HED --- VEM[Visitor Economy Manager] AD --- AS[Adult Skills / Executive Principal] AD --- PAE[Principal of Adult Education] AD --- PJMC[Principal JMC & Day Opportunities] AD --- HCO[Head of College Operations / Safeguarding Lead] AD --- S[Secretary] HR --- PM[Programme Manager] HR --- PO2[Project Officer] HR --- SPM[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> <ul style="list-style-type: none"> 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.
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 nine within the Towns Fund programme.
Job purpose:	<ol style="list-style-type: none"> To work with the Head of Regeneration on developing the overarching programme of Regeneration projects in Peterborough. To take programme management responsibility for all grant funded projects within this programme. 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. 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.

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5. 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.
6. To develop sound programme and project governance processes for agreed projects and programmes.
7. 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.
8. To provide a project and programme management service to support the development and regeneration work in Peterborough.
9. To liaise and act cooperatively with other Council colleagues and members of partner and stakeholder organisations to ensure that programmes are delivered successfully.
10. To manage programme Board meetings, as required, and follow up agreed decisions and actions to ensure projects within programmes remain on track.
11. 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.
12. To prepare and deliver presentations to staff, partners and external organisations in the course of progressing the Council's objectives and promoting key projects.
13. To ensure the project managers keep sound administration of project files, keeping accurate records of expenditure and key approval decisions.
14. To adhere to the relevant policies of the Council and ensure these are properly implemented at all times.
15. To ensure that the health and safety and wellbeing of the client is embedded into the programme through design.
16. 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.
17. 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.
18. To act as lead point of contact within the Council for regeneration programmes in Peterborough, including those that are accountable to government departments.
19. To act as Programme Manager responsible for the delivery of the following programmes:
 - Towns Fund
 - Shared Prosperity
 - LUF
 - Accelerated Funding

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 stakeholders, including senior politicians and Council officers. 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. 	<ul style="list-style-type: none"> Ability to read and interpret property plans
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 licence 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).	