



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.



Peterborough



## 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

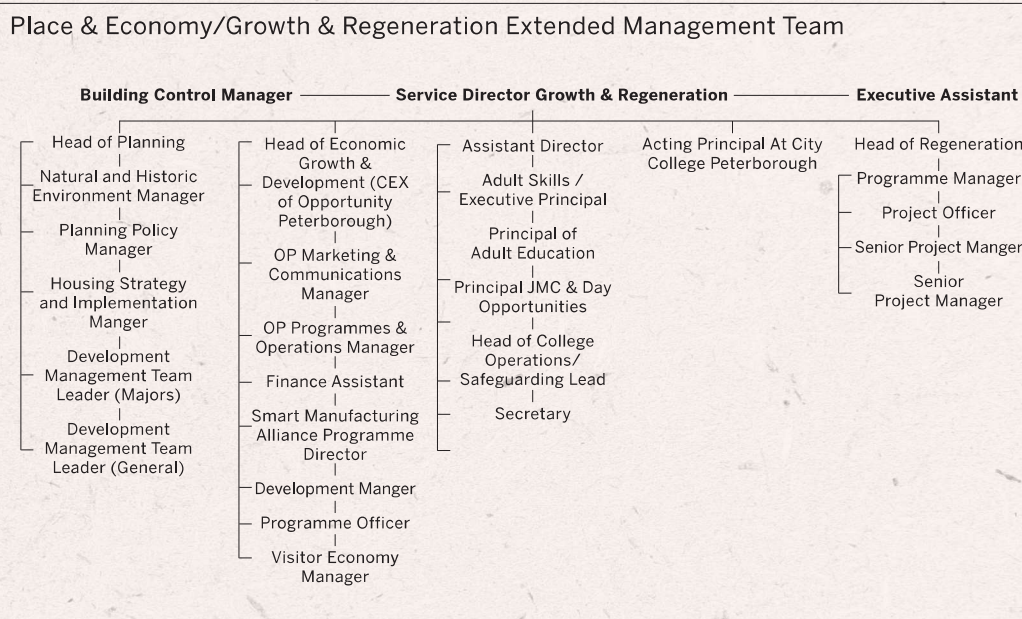
**Opens:** 14th December

**Closes:** 14th January

**TO APPLY NOW,  
AND TO SEE OUR  
OTHER ROLES,  
CLICK HERE**

<b>Department:</b>	Place and Economy
<b>Division/Section:</b>	Growth and Regeneration
<b>Job Title:</b>	Senior Project Manager
<b>Post No:</b>	
<b>Grade:</b>	14
<b>Reports to:</b>	Head of Regeneration

**Organisation Chart:**  
Show immediate manager  
and any jobs reporting to  
this post.



<b>DBS Check applicable?</b>	None
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	Yes
<b>Line Management responsibility for:</b>	No direct line management responsibilities but will be responsible for managing large projects and external professional teams e.g. architects, surveyors, cost consultants.
<b>Size of budget:</b>	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.
- 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.
- 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.
- Use of practical experience in developing and managing regeneration projects which will include commercial, mixed-use schemes and public realm.
- Your knowledge should encompass procurement, legal and finance, and you'll be committed to bringing forward regeneration that is inclusive and delivers social value for our communities.





# MAIN DUTIES AND RESPONSIBILITIES:

## Project management

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 that 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.

## Procurement

21. Prepare briefs on procurement of works and services in accordance with contract procedure rules and management of contracts.
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.

**Generic responsibilities:**

- To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures, and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- 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.

**Flexibility clause:** Other duties and responsibilities express and implied that 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:** 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 post-holder. 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.



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Project delivery track record across the RIBA life cycle in client environments or in consultancy environments fulfilling the client function on their behalf.</li> <li>• Strategic design and planning policy awareness to lead projects effectively over the front-end stages.</li> <li>• Market awareness, procurement and tender expertise across professional services and works contracts including design team, client advisors, enabling works and main contract commissions.</li> <li>• Knowledge and understanding of sub-regional growth priorities, including the role of the Combined Authority.</li> <li>• Proven track record of taking a credible and professional approach to delivering a busy work programme with strategic and detailed focus as required.</li> <li>• Significant financial awareness and experience in managing project budgets.</li> <li>• Awareness of major legislative and other issues facing local government with a particular focus on achieving effective project delivery at a time of significant change and financial challenge.</li> <li>• Extensive knowledge and skills in a range of related professional disciplines including construction, to the extent that they can direct, manage and mentor a group of multi-professionals in-house, or external project teams and specialist consultancies.</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strategic mindset that sees across all project stages and beyond project completion to realise all project benefits.</li> <li>• Strong analytical and report-writing skills.</li> <li>• Public good approach with social value mindset rather than exclusive commercial focus.</li> <li>• Leadership of internal support services to deliver projects on time and budget, including procurement, finance, legal services, communications, democratic services and property services.</li> <li>• Support the Director and Head of Service in securing and preparing internal governance decision-making requirements in a timely manner, including forward plan entries, CMDN papers, cabinet and council papers.</li> <li>• Strategic project programme preparation and management, including regular updates to respond and react to circumstance change, project opportunities and risks as they emerge.</li> <li>• Ability to collaborate, engage and work with a wide variety of internal and external stakeholders including special interest groups, adjoining land owners, partners, community and internal service lines.</li> <li>• Enterprising and resourceful with the ability to identify opportunities and solve problems.</li> <li>• Technical skills required to deliver complex capital projects.</li> <li>• Listens, consults others and communicates proactively.</li> <li>• Accepts and tackles demanding goals with enthusiasm.</li> <li>• Sets clearly defined objectives.</li> <li>• Plans activities and projects well in advance and takes account of possible changing circumstances.</li> <li>• Manages time effectively.</li> <li>• Identifies and organises resources needed to accomplish tasks.</li> <li>• Monitors performance against deadlines and milestones.</li> <li>• Works productively in a high-pressure environment.</li> <li>• Highly developed communication skills, verbal and written; good presentation skills and the ability to develop and maintain effective relationships with the consultants, partners, residents and officers.</li> <li>• A strong community focus in the strategic planning of projects, including experience of public consultation and understanding of community issues.</li> <li>• Ability to interpret varied and highly complex documents and to understand legislation in relation to work activities.</li> <li>• Good coordination and organisational skills.</li> <li>• Ability to establish and maintain robust governance and risk management arrangements.</li> <li>• Ability to analyse and process data in order to write comprehensive business cases, value for money and reports to meet funding requirements.</li> </ul>	 <p><b>TO APPLY NOW, AND TO SEE OUR OTHER ROLES, CLICK HERE</b></p>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Prior experience of project delivery in a local authority or similar environment.</li> <li>• Experience of effective project partnership working in multi-stakeholder environments.</li> <li>• Experience in developing briefs and managing a professional team over design, planning and delivery stages within the sector.</li> <li>• Minimum of three years' experience of delivering development/regeneration projects.</li> <li>• Leadership of internal service, governance and decision-making requirements such as procurement, legal and democratic services work-streams. Project budget/financial management experience.</li> <li>• Experience of negotiating commercial development agreements and contracts.</li> <li>• Significant development and project management experience on a range of project types, from inception to delivery.</li> <li>• IT experience, including the use of Word, Excel, PowerPoint and project management software.</li> </ul>	Minimum of three years' experience of delivering development/regeneration projects.
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A built environment/construction sector-related degree diploma or similar qualification in a relevant technical discipline such as architecture, civil/structural engineering, planning and surveying (planning and development or project management pathways only).</li> <li>• Experience in one or more of the following sector areas as a minimum: regeneration, commercial mixed use, education, culture, transport (including Network Rail assets), sport and leisure, housing development, local authority/public sector delivery.</li> </ul>	Formal project management training in the built environment sector is desirable but not essential. Membership of a relevant professional body (e.g. ARB, MStructE, RICS, RTPI, ICE, RIBA or CIOB) preferred.
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly with occasional need for evening work e.g. on stakeholder consultation meetings.</li> <li>• Right to work in the UK.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principles and practice of equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of customer needs and the need for effective customer service/care.	