**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: PROJECT MANAGER

(TWO YEARS FIXED TERM)

GRADE: GRADE I

SERVICE: MAJOR PROGRAMMES

DIVISION: INVESTMENT AND DEVELOPMENT

DIRECTORATE: GROWTH

PRIME OBJECTIVE OF THE POST

* To provide support, advice and project management for the Stalybridge Town Centre Challenge programme.
* To manage complex and demanding projects, delivering milestones and outputs to time and within budget.
* Monitoring and reporting progress on project delivery as necessary.
* To support the formulation and implementation of the Council’s Inclusive Growth agenda for Stalybridge Town Centre Challenge including: governance support, marketing & promotion, support to indigenous and new businesses, new housing development, inward investment, health/ social care integration, transport and infrastructure improvements and complementary regeneration.
* To manage key relationships with the Council’s and the Partnership Board’s key partners – Greater Manchester Combined Authority, Transport for Greater Manchester, Greater Manchester Rail Alliance, businesses, investors, public and private sector partners.
* To support the Head of Major Programmes with land assembly work.

SUPERVISORY RESPONSIBILITY

Responsible for line management of any contractors, allocated work placements, apprentices, administration staff and graduate support officers who work within the team.

SUPERVISION RECEIVED

Reports directly to Head of Major Programmes.

RESPONSIBILITY FOR ASSETS

The post-holder will manage and monitor the Stalybridge Challenge budget on a day-to-day basis, reporting to the budget holder, Head of Major Programmes.

CONTACTS

All Councillors and officers of the Council, representatives of the Council’s major project funding and delivery partners, businesses, investors, developers, residents and other stakeholders.

RANGE OF DUTIES

1. To project manage and deliver the varios workstreams associated with the Stalybridge Town Centre Challenge project.
2. To ensure that development and regeneration projects are developed and delivered in line with the Council’s Inclusive Growth Plan and ‘invest to earn’ strategy.
3. To provide effective day-to-day management of the staff and contractors within the service area (as allocated) including responsibility for inductions, appraisals, ongoing one-to-one supervision, training and development, and the health and safety of staff.
4. To carry out appropriate research, option appraisal exercises, business case development and other related project activity to a professional standard.
5. To develop and project manage other specific projects and programmes as allocated.
6. To prepare project funding proposals and bids as required.
7. To proactively develop and manage relationships with partners and other service areas to ensure that the Growth Directorate retains both a positive and professional role in the delivery of individual projects and in securing wider benefits for Stalybridge and Tameside.
8. To develop project and work plans and ensure where appropriate that projects managed by the post holder contribute to delivering successful change.
9. To manage the procurement and contract manage external consultants / contractors, in line with Council procedures.
10. To manage, prepare or contribute to the preparation of key documents including tender specifications, briefs, contract documentation, reports, and business cases.
11. To ensure appropriate consultation and stakeholder engagement is carried out and co-ordinated for projects within the Stalybridge Challenge programme.
12. To contribute to the achievement of the appropriate objectives and targets in plans at the corporate, directorate and service area level.
13. To be aware of issues and developments which affect the work of the service area and the authority and to take appropriate action where necessary.
14. To ensure that Growth Directorate work is appropriately and effectively communicated to internal and external audiences.
15. To provide robust advice to the Director of Growth, Head of Major Projects, other officers and Elected Members across the authority on economic growth matters as required.
16. To assist in ensuring that Tameside is at the forefront of good practice in relation to economic and housing growth project delivery.
17. To implement the Council’s Equality and Health and Safety policies.
18. To undertake such job-related duties as may be required from time to time, which are commensurate with the grade of the post.
19. To deal fairly and openly with colleagues at all times.

##### PROJECT MANAGER (ECONOMIC GROWTH)

##### PERSON SPECIFICATION

**Key for analysis requirements:** E = Essential D = Desirable

|  |  |
| --- | --- |
| **1. Qualifications** |  |
| 1. First degree or equivalent qualification or commensurate relevant experience
 | **E** |
| 1. Evidence of further training relevant to the post, e.g. PRINCE2
 | **D** |
| **2. Experience** |  |
| 1. Experience of managing economic growth / town centre regeneration and housing projects in a large complex organisation/political environment
 | **E** |
| 1. Successful track record in project and programme delivery
 | **E** |
| 1. Experience of initiating, developing and managing projects with key partners and managing stakeholder engagement events
 | **E** |
| 1. Experience of making a significant contribution to partnership working
 | **E** |
| 1. Experience of supporting and contributing to negotiations for the delivery of complex projects
 | **E** |
| 1. Experience of staff / contractor management
 | **D** |
| 1. Experience of financial management
 | **D** |
| **2. Key Skills & Knowledge** |  |
| 1. Knowledge of economic growth delivery and possibly other investment and development project delivery skills (capital projects or housing growth)
 | **E** |
| 1. Ability to communicate, both written and orally, to a wide variety of audiences including Senior Officers, Elected Members, Board Members, residents and major external partners
 | **E** |
| 1. Ability to manage projects using sound project management methodologies and techniques and implement a Key Account Management approach.
 | **E** |
| 1. Good intellectual and analytical capacity, with the ability to communicate the results of such analysis
 | **E** |
| 1. Planning, organisation and co-ordination skills – proven ability to prioritise
 | **E** |
| 1. Financial, budget and performance management skills
 | **D** |
| **3. Key Aptitudes & Personal Qualities** |  |
| 1. A positive attitude to change
 | **E** |
| 1. Motivation and drive to deliver high quality results
 | **E** |
| 1. Ability to problem solve in an expedient manner
 | **E** |
| 1. Good negotiation and persuasion skills
 | **E** |
| 1. Innovator who works constructively under pressure
 | **E** |
| 1. Commitment to the principles underpinning equality and democracy
 | **E** |
| 1. Enthusiasm / Team player
 | **E** |