**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: HEAD OF MAJOR PROGRAMMES

(2 YEAR FIXED TERM)

GRADE: GRADE L

TEAM:

SERVICE: MAJOR PROGRAMMES

DIVISION: INVESTMENT & DEVELOPMENT

DIRECTORATE: GROWTH

PRIME OBJECTIVE OF THE POST

* Ensure the efficient delivery of major programmes, such as:
* Stalybridge Town Centre Challenge
* Godley Green Garden Village
* Ashton-under-Lyne - Town Centre & St Petersfield Developments
* Housing Delivery Plan
* Provide leadership and management of the Major Programmes team, including consultants and contractors.
* Maximise the use of the Council’s assets by generating capital receipts and negotiating and delivering ‘invest to earn’ housing and commercial developments.
* Prepare development briefs, feasibility studies and business cases, in support of economic growth objectives.
* Identify, negotiate and implement appropriate development delivery models to deliver growth objectives and commission public / private delivery partners.
* Prepare land acquisition plans and undertake land assembly, in liaison with the Estates Team in support of economic growth and regeneration objectives.
* Manage key relationships with internal colleagues and external stakeholders such as Greater Manchester Combined Authority (GMCA), Transport for Greater Manchester, Greater Manchester Rail Alliance, Board members, businesses, landowners, developers, investors, public and private sector partners.
* Ensure appropriate governance for all major programmes and projects.

SUPERVISORY RESPONSIBILITY

Responsible for line management of the Housing Growth Lead, Housing Delivery Lead, project managers delivering major projects, consultants, contractors, allocated work placements, apprentices, administration staff and graduate support officers who work within the team.

SUPERVISION RECEIVED

Reports directly to Head of Investment & Development

RESPONSIBILITY FOR ASSETS

The postholder will oversee budget management and monitoring for the area of work for which they are responsible, reporting to the Head of Investment & Development.

CONTACTS

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

RANGE OF DUTIES

1. To oversee a refresh of Tameside Council’s Housing Strategy and development of a Housing Delivery Programme, to accelerate residential growth in the Borough.
2. Oversee delivery of major projects and programme, ensuring they are delivered in time and within budget.
3. To ensure that development and regeneration programmes are developed and delivered in line with the Council’s Inclusive Growth plans and ‘invest to earn’ strategies.
4. To provide effective leadership and 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.
5. To oversee appropriate research, option appraisals, business case development and other related project activity ensuring it is to a professional standard. Undertaking responsibility for the more complex work.
6. To develop and project manage other specific major and complex projects and programmes as allocated.
7. To oversee project funding proposals and bids as required, liaising with government bodies, other funders and GMCA to maximise success.
8. 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 programmes and individual projects and in securing wider benefits for Tameside.
9. To develop project and work plans and ensure where appropriate that projects deliver successful change.
10. To maximise social value through major programmes and projects.
11. To oversee the procurement of contracts and contract manage external consultants / contractors, in line with Council procedures.
12. To develop and maintain appropriate governance for all projects.
13. To manage, prepare or contribute to the preparation of key documents including tender specifications, briefs, contract documentation, reports, and business cases.
14. To ensure appropriate consultation and stakeholder engagement is carried out and co-ordinated for projects and programmes, prior to and during delivery.
15. To undertake programme and project reviews to ascertain best practice and encourage a culture of learning and development across the Directorate.
16. To contribute to the achievement of the appropriate objectives and targets in plans at the corporate, directorate and service area level.
17. 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.
18. To ensure that Growth Directorate work is appropriately and effectively communicated to internal and external audiences.
19. To provide robust advice to the Director of Growth and Elected Members across the authority on major projects as required.
20. To ensure that Tameside is at the forefront of good practice in delivering economic and housing growth.
21. To implement the Council’s Equality and Health and Safety policies.
22. To undertake such job-related duties as may be required from time to time, which are commensurate with the grade of the post.
23. To deal fairly and openly with colleagues at all times.

##### PROJECT MANAGER (ECONOMIC GROWTH)

##### PERSON SPECIFICATION

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

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| **1. Qualifications** |  |
| 1. Degree in a relevant subject such as Surveying, Housing, or Planning | **E** |
| 1. Professional membership, e.g. RICS, MRTPI | **E** |
| 1. PRINCE 2 or Project Management training | **D** |
| **2. Experience** |  |
| 1. Experience of leading major economic growth projects and housing development programmes in a large complex organisation/political environment, including overseeing land assembly programmes and open book appraisals. | **E** |
| 1. Successful track record in project and programme delivery, with various work-streams e.g. town centre regeneration, transport / infrastructure, commercial developments and housing. | **E** |
| 1. Experience of initiating, developing and managing complex projects with public and private partners, including forming Joint Vehicles (JV’s) to deliver development projects. | **E** |
| 1. Experience of overseeing stakeholder engagement and extensive community consultation for major developments and regeneration projects. | **E** |
| 1. Experience of leading on complex negotiations for the delivery of major projects | **E** |
| 1. Experience of staff / contractor management | **E** |
| 1. Experience of financial management | **E** |
| 1. Successful track record of securing external funding | **D** |
| 1. Experience of generating capital receipts and delivering ‘invest to earn’ developments | **D** |
| **2. Key Skills & Knowledge** |  |
| 1. Knowledge of economic growth delivery and possibly other investment and development project delivery skills (major development programmes, regeneration projects or housing schemes) | **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. Ability to energise and motivate the team to ensure delivery at pace. | **E** |
| 1. Good intellectual and analytical capacity, with the ability to communicate and present to a variety of audiences. | **E** |
| 1. Planning, organisation and co-ordination skills – proven ability to prioritise | **E** |
| 1. Financial, budget and performance management skills | **E** |
| **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. Team player | **E** |
| 1. Commitment to learning and personal development | **E** |