**Job Description and Person Specification Profile – SENIOR deVELOPMENT manager**

**SENIOR deVELOPMENT manager**

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| **Team:** | **Investment & Development** |
| **Service:** | **Place** |
| **Salary & Grade/Band/Pay Range:**  **Job ID:**  **Professional Grade Category:** | **GRADE J** |
| **Responsible to:** | Major Projects Manager |
| **Contract Basis:** | Permanent |
| **Hours Per Week:** | 36 hours per week |
| **Working Pattern:** | Monday to Friday (flexible / hybrid working) |
| **Location:** | Main office Base / Home-working |
| **Probationary Period:** | 12 months |
| **Criminal records Check required:** | Yes |
| **Politically Restricted Post:** |  |

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| **What’s the post, and what are we looking for?** |
| This role will deliver Tameside's growth agenda through the implementation and management of a range of regeneration and development programmes and projects within the Investment, Development and Housing service area on behalf of the organisation.  Responsible for line management of staff, in addition to leading and supporting cross team, directorate and corporate projects will be required, particularly in support of corporate priorities and to manage contractors and external consultants engaged to deliver specific contracts/projects.  The role holder will manage and monitor budgets and financial risks associated with programmes and projects to ensure effective management and financial propriety.  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.  **Main Duties and Responsibilities include:**  *This list is not exhaustive, and is an indicator of the key duties and responsibilities that the post holder will have, as opposed to a task list.*  **Project Management**   1. To be politically sensitive and to research and prepare reports including for Cabinet, Lead Member, partnerships, officer working groups, and other appropriate bodies and organisations as necessary. 2. To develop and implement project plans and programmes and ensure agreed project management standards to ensure projects are delivered on time and within budget. 3. Manage the day to day project risks, issues, conflicts, and priorities, ensuring the effective delivery of the project and escalate issues as required. 4. To manage, prepare or contribute to the preparation of key documents including tender specifications, briefs, contract documentation, reports relating to contractors and consultants as required. 5. To procure and supervise consultants and contractors as necessary. 6. Support the Head of Investment and Development, and other officers in the liaison with land promoters and property owners including external agencies/organisations, retailers and businesses. 7. Consult with Tameside Council Planning Department, Highways, Finance and Legal Officers, (and others as appropriate) on all relevant project aspects. 8. Support the Head of Investment and Development, and other officers to secure improvements to town centres and strategic sites through new investment and also provide senior delivery management capacity for such and also that across the wider Investment, Development & Housing service area particularly to management and delivery of Housing projects/programmes. 9. To contribute and manage negotiations on development agreements or similar with public/private sector partners and providing support to other members of staff who may require assistance. 10. To provide appropriate, relevant and timely advice, guidance and information in accordance with service responsibilities.   **Fiscal Responsibility**   1. To be familiar with and comply with the Council’s Financial Regulations. 2. To manage budgets within identified parameters with regular reporting to line management of progress and status, including the submission of financial and assessment progress reports. 3. Prepare applications for external funding linked to strategies and the corporate priorities and to manage and/ or monitor those budgets ensuring that grant conditions, timescales and targets are met, providing accurate reports on milestones.   **Team Working**   1. Work as part of a team defining project scope, goals and deliverables that support business objectives in collaboration with the senior management and stakeholders. 2. Collaborative working within the Investment, Development and Housing service area and across other service areas within the Council, participating in and leading cross-directorate teams and working on a partnership basis with a range of organisations including public, private, community and voluntary.   **Client Management**   1. To manage key relationships and day to day interaction with the Council’s key partners – Greater Manchester Combined Authority, Transport for Greater Manchester, Greater Manchester Rail Alliance, businesses, investors, public and private sector partners. 2. To provide robust advice to the Director of Growth, Assistant Director Investment, Development & Housing, Head of Investment and Development, and other officers and Elected Members across the authority on economic growth and project/programme delivery matters as required.   **General Requirements**   1. Continue to seek improvement of professional skills and facilitate professional skills training and education. 2. All duties to be undertaken with due regard to the confidential nature of the work. 3. Undertake other such duties of a similar nature and responsibility as may be determined. 4. Carry out all above duties in accordance with the Council’s Equal Opportunities, Health and Safety and other policies and procedures.   The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post. |

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| **About you** |
| **Your essential qualifications**   * Educated to degree level or equivalent experience.   **Your essential skills, knowledge, and experience**   * Substantial experience of working in a related field. * Experience of successful delivery of projects and programmes with private/public sector Interface on time and within budget. * Substantial experience of working effectively in range of multi- agency and partnership settings and joint delivery of complex economic growth, investment and development schemes. * Experience of public sector procurement. * Experience of working with the public or private sector to secure investment. * Experience of undertaking negotiations on development agreements or similar. * Knowledge of relevant legislation, policy and principles of economic growth, investment, and development. * Commercial awareness and detailed understanding of business principles, practices, and drivers. * Understanding of legal, procurement and financial issues relevant to the delivery of economic growth, investment, and development. * Excellent Project management skills. * Excellent verbal communication and presentation skills. * Ability to produce clear, concise, and persuasive written reports on complex issues. * Planning, organisation, and co-ordination skills - proven ability to prioritise. * Holds a full UK driving license and has access to a vehicle for use at work. * Has a good standard of IT skills with the ability to use common software packages. * A positive attitude to change. * Motivation and drive to deliver high quality results. * Ability to problem solve. * Excellent negotiation and persuasion skills. * Commitment to the principles underpinning equality and democracy. * Able to work autonomously but is equally a good team player.   **If you have the following experience or qualifications – then that’s great!**   * Holding relevant project management qualification or equivalent experience (e.g. PRINCE2, Agile, or CAPM). * Management qualification. * Experience of developing and submitting external funding bids and managing those budgets. * Experience of working in a political led environment and managing relationships with senior officers and elected members effectively. * Excellent financial budget management skills. |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

**What can you expect from us?**

* A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside**

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

**TRUST**

Trust is placed in us and we have trust in those that lead us. We feel empowered to support our residents and communities.

**SUPPORT**

We work in a supportive environment and actively encourage supporting each other to bring about innovation, improvement and sustainability. Good health and wellbeing is important to all of us.

**INTEGRITY**

We conduct ourselves and our services with honesty and fairness, modelling strong ethical and moral principles to ensure outcome driven results for our residents and communities.

**RESPECT**

We relate to others in ways that we want others to understand and relate to us. The behaviour that we model sets what we expect.

**VALUE DIVERSITY**

We are all recognised for our diversity, , commitment, skills and achievements and will challenge inequalities.

**ENGAGE**

We experience consistency in our everyday work; by being involved and having good quality and timely communication across the whole organisation. Our leaders are accessible and open to discussion.

**As well as making a difference to your community and working for one of the highest performing organisation’s in the country, here are some other reasons we think you should consider a career with us:**

You will have an **induction** that will help you to understand what to expect once you start, how the organisation works and how your post contributes towards the Corporate Plan ‘Our People Our Place Our Plan’ aims and aspirations for the area.

The plan is structured by life course – Starting Well, Living Well and Ageing Well, underpinned by the idea of ensuring that Tameside is a Great Place, and has a Vibrant Economy. Tameside has a genuine **commitment to equality of opportunity** for its employees and citizens.

A comprehensive **workforce development programme**, leadership development programme, as well as an aspiring manager programme.

**Up to 30 days leave per year** depending on pay grade/band, in addition to statutory bank holidays. We also operate a **Holiday Purchase scheme.**

The commitment to improving the **work-life balance of employees** with a number of supportive procedures promoting, various types of flexible working. Along with, many family friendly policies in place, including generous schemes covering maternity, paternity, shared parental and adoption leave.

Tameside Council employees can join the **Local Government Pension Scheme (LGPS).** More information about GMPF and LGPS pensions can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk). Teachers can join the **Teachers’ Pension Scheme**.  More information on this scheme can be found by visiting [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk/).

Tameside offers a range of salary sacrifice schemes, plus a number of other **staff benefits** including discounts at local shops, restaurants, health and fitness clubs and much more.