

## Job specification



**Job title: Programme Manager – Town Centre Regeneration**

**Service: Strategy and Transformation**

**Grade: G12**

**Reporting to: Service Manager Programmes and Policy**

### Your job

The Programme Manager for Town Centre Regeneration plays a central role in the delivery of the council's key transformation plans for Wigan Town Centre. As set out in the Strategic Regeneration Framework, the redevelopment of Wigan Town Centre will place the town centre on a more sustainable footing through the diversification of its offer and enhanced opportunities for living, working, culture and leisure.

The regeneration programmes for Wigan town centre are transformational and high profile and include redevelopment of the Galleries shopping centre, the creation of a business incubation hub and provision of live/workspace. Redevelopment will be brought forward through direct investment by the Council, other public sector funding sources, and investment by private sector partners.

The Council is working to secure funding through a range of sources, including the Future High Streets Fund, and Heritage Action Zone status. In this role you will manage and coordinate delivery of these programmes of work and take responsibility for all elements of the programme management cycle and the creation of robust and effective governance arrangements.

You will be responsible for ensuring that milestones are met, risk is well-managed, deliverables are achieved, and inter-dependencies across programmes and projects are identified and exploited. You will work closely with the Director of Economy & Skills, the Deputy Chief Executive, relevant assistant directors, and service managers as well as elected members, external partners and consultants who are helping to deliver these programmes.

You will also draw on the expertise of services across the council including the Joint Intelligence Unit, HR, Finance and IT. Programme Managers are champions for transformational change in the organisation, bringing forward opportunities for change, promoting innovative thinking, evidence-based decision making and bringing in best practice from outside the organisation. As part of this activity, you will ensure directors are aware of and actively planning for changes, including change in policy direction and incoming legislation.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

In the next 12 months, you will:

- Manage and coordinate the projects and programmes of work that will help to deliver the ambitions of the Wigan Town Centre Strategic Development Framework.
- Provide support and direction to the Director of Economy, senior managers, consultants and boards and programmes within Economy services
- Take the lead on identifying funding opportunities to support in-service project delivery and support the development of bids for funding.

On an ongoing basis you will:

- Work with Service Managers, Assistant Directors and Directors to deliver on time and actively shape the town centre transformation plans taking responsibility for all elements of the programme management cycle and the creation of robust and effective governance arrangements.
- Be responsible for partnership management and partnership development support within Economy
- Lead strategy, policy development and horizon scanning and communicate and disseminate information across your specialism.
- Support on compiling briefings for the Chief Executive, leader and wider service for all Greater Manchester meetings, reading all papers and holding regular briefing sessions.
- Be responsible for the development and management of the forward plan for council committees including Cabinet and Scrutiny Committee through liaison with the Directorate and Democratic Services
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Experience in driving change or transformation with many years' experience of managing in a complex challenging, multi-agency environment, with extensive experience of programme and project management. Experience of overcoming resistance to deliver successful outcomes.
- Experience of using complex business management tools to improve service delivery.
- Interest in local government issues, policy development, and has extensive experience of identifying best practice. Has a strong understanding of the challenges and opportunities facing local government.
- Demonstrate a strong understanding of national, regional and local government policy
- Experience of partnership management and partnership development.
- Strives to achieve the best outcomes for local residents and promotes asset-based solutions.
- Excellent communication skills, and interpersonal skills is able to communicate confidently with elected members, senior managers, partners, service staff and residents.
- Extensive experience of writing reports and briefing notes for a wide range of audiences and is able to clearly and concisely describe the impact and effect of transformation projects.
- Use excellent decision-making skills and break down problems and come up with innovative solutions.
- Excellent research and analysis skills.
- Extensive experience of managing others in project groups, including third party partners, and can use their influence and persuasion skills to form productive teams, and deliver projects on time and within budget.

- Degree, or a wide range of work experience, and can demonstrate evidence of continual profession and personal development. Ideally has formal project or programme management training, such as PRINCE2 or MSP
- Engages positively with new challenges and new development opportunities and demonstrates personal resilience when things don't go exactly to plan.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough