

# Job Specification



**Job title:** Service Manager – Commercial Developments  
**Service:** Economy & Skills  
**Grade:** G14  
**Reporting to:** Assistant Director – Growth & Housing

## Strategic vision

- To lead the growth and repositioning of our town centres in line with Deal 2030, working with public and private stakeholders to economically restructure and physically reconfigure parts of the town centres, repurposing surplus retail space to bring forward a range of alternative town centre uses and deliver the vision set out in our strategic regeneration frameworks.

## Your role

- The Council is at the forefront of town centre regeneration with a number of exciting, high profile developments to be delivered over the next 5 years. Having prepared plans and secured a development partner for our flagship £130 million Galleries project, you will lead the project from plan into delivery.
- We also want to use the Galleries as a springboard for further town centre projects across the borough and you will play a key role in leading that effort. You will know your way around property and regeneration, have experience of working in public / private partnerships and will have a real enthusiasm for creating great places.

## In this job you will

- Ensure the successful delivery of priority town centre schemes, leading and coordinating the Council's input to the development process, including procurement, legal, finance, planning, assets and others and providing strong leadership and direction to the team.
- Develop strong and effective working relationships with key partners, including partners in the private sector, at Greater Manchester level, Government departments and agencies and third sector and voluntary organisations.
- Ensure all relevant programmes and projects have clear and assigned accountabilities and that robust systems are in place for the effective delivery, management and monitoring of projects within budgets.
- Work closely with members of the Senior Management Team, Elected Members and other professionals across the organisation.
- Ensure that the capacity to respond positively to change is enhanced, 'traditional thinking' is challenged, and innovative solutions are pursued throughout the area.

## In this job you will need

- Degree level education/equivalent or considerable experience within the development industry.
- Appropriate professional membership, MRICS being desirable.
- Considerable experience in delivering development and regeneration with demonstrable understanding of development markets and extensive commercial expertise.

- Thorough knowledge of the development process, pre-acquisition, land transactions, de-risking and construction.
- Experience of negotiating with landowners, developers, investors, designers, planners, contractors, and other stakeholders to bring forward deliverable development schemes.
- Experience of working with stakeholders from different backgrounds (private, voluntary and public sectors).
- Experience of developing strategic relationships across stakeholders and at all levels in order to persuade, negotiate and influence.
- Experienced programme/project manager, able to demonstrate delivery of projects to time and budget.
- Experience of managing complex projects or programmes with multiple stakeholders and funding strands.
- Ability to plan, direct and coordinate activities to manage and implement interrelated projects and workstreams from project initiation through to implementation.
- Ability to identify, assess and manage risks to the success of the project.
- Experience of managing budgets including external funding and financial reporting.
- Experience of communicating at all levels and presenting complex, sensitive and contentious information to a range of audiences including strong external communication skills in a politically sensitive environment.

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

**Be Kind...** be helpful, generous and thoughtful towards yourself and others

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