

JOB DESCRIPTION

Directorate:	Chief Executive's
Division:	Planning and Economic Development
Post No & Job Title:	TMPSPF UKSPF Project Delivery and Support Manager
Grade:	Grade 10
Responsible to:	Head of Economic Development & Regeneration
Responsible for:	Economic Development Officer
Main purpose of the job:	To make a significant contribution to the economic prosperity of Broxtowe by project managing the delivery of UKSPF projects in 2025 and 2026 and supporting services that are in contract and or being delivered externally. Where relevant, the post will lead on project delivery of investment schemes, and delivering some important UKSPF projects and programmes to their financial and physical completion. Additionally, the post holder will lead on economic development initiatives ,activities, and projects aimed at promoting the health and prosperity of the Borough's economy including its four major towns.

Main Duties and Responsibilities:

1. Support the Head of Economic Development &Regeneration in the development, management and delivery of the service's key objectives and tasks;
2. Day to day responsibility for running projects from initiation, planning, design, execution, monitoring, controlling and closure of a project. Showing a high level of versatility, problem solving and creativity to ensure a project is completed successfully. Project management responsibilities include the coordination and completion of projects on time within the relevant budget and scope.
3. Project Manage key investment schemes and be responsible for the day-to-day planning and supervision of specific projects and teams including external consultants and ensure projects deliver as per the project mandate or business case.
4. To ensure any major projects that the Council has contracted with firms and providers are successfully built or delivered to specification. i.e. adequately managed and implemented as per the contract. The emphasis will be on the later stages of project delivery and will include measuring and monitoring contractors and their performance., Compliance with relevant legislation such as CDM compliance and liaison with all relevant Council departments end users and stakeholders engaged in the project. The post holder may also need to participate activities such as value engineering if required;
5. Day to day line manage 1 Economic Development Officer and any temporary or casual staff including use of council equipment or implement health and safety measures;

6. Responsible for the successful development of the UKSPF and Broxtowe Local Enterprise Agency activity, including responsibility for all the equipment, marketing collateral, , technology, ensure that the financial management of projects is properly recorded and accounted for;
7. To manage the Council's contract with Elephant Wi-Fi to ensure that a free at source internet access is available in all the town centres and ensure that the Geo-sense equipment is working correctly to collect footfall data,
8. To ensure that KPI data is regularly collected and management information maintained in order to plan and research new events and activities;
9. Create income streams from town events and business initiatives – must be familiar with the purple book for managing events and keep Council practices up to date in line with health and safety in public events and markets;
10. Manages the Town centre initiatives budgets from UKSPF and core economic development budgets - Overseeing all aspects of the projects funded by these budgets – including ensuring services are procured in line with standing orders and the terms and conditions expected by the accountable body and outputs outcomes and spend profiles are recorded in a timely manner.
11. To work in collaboration with other Council Services, especially Communications and Culture, to further collaborate with Town Borough and County functions, as well as elected Members and the external stakeholders involved in the relevant projects.
12. The post holder will need to visit each of the Borough's Town Centres on a daily basis and arrange to "hot-desk" at partner locations throughout the Borough, especially locations in Eastwood, Stapleford and Kimberley
13. Arrange the commissioning of feasibility and viability studies, production of project strategies, and other associated supporting information as required by projects, in accordance with financial regulations, and process invoices accordingly.
14. To help pursue additional funding opportunities from other sources to support delivery of project delivery work including writing and submitting bids
15. Prepare and present reports for senior management regarding status of projects, and report the progress to the Team Manager, GMT, or Elected Members, provide update reports and presentations at external partnership boards as is relevant.
16. Develop and promote partnerships, and business networks with a specific focus on ensuring businesses in the borough are supported with their plans for growth and expansion and are able to collaborate with neighbouring businesses- for example retail forums and town centre action groups;
17. As and when required, represent the Council at meetings with external organisations and be available to advise the Council, Committees, Sub-committees and Members where necessary.
18. To propose programmes of engagement with local communities, voluntary groups and other stakeholders to assist with project implementation and delivery including some unsociable hours
19. To ensure through regular discussions, influencing, and negotiation that project plans are delivered and that all risks to the council are minimised.
20. To ensure that robust stakeholder management plans are in place and are delivered effectively.
21. To oversee procurement of and effective management of contractor input into the projects, according to the council's established procedures.

22. Work to ensure all business premises, both inside and out of, the town centres are occupied and reduce the vacancy rates across the Borough to ensure maximum business rates return.
23. Develop and promote partnerships, with a specific focus on economic, social, and inter-authority working. As and when required, represent the Council at meetings with external organisations and be available to advise the Council, Committees, Sub-committees and Members where necessary.
24. Explore partnership working arrangements and joint ventures with other relevant bodies such as neighbouring authorities, for jointly procured and commissioned works and/or services, for the commercial benefit of the Council.
25. To identify and implement appropriate resources and systems to ensure effective monitoring and evaluation of projects, in line with the outcomes identified in respective bids, thereby ensuring achievement of project benefits.
26. To ensure that risk management strategies are implemented to mitigate risks and regularly monitoring risk registers.
27. To carry out your duties in an appropriate manner, paying due regard to Council policies on equality, Health & Safety, and other matters and to undertake requisite employee training.
28. To understand construction industry CDM legislation (responsibilities of the client and contractor for health and safety on construction sites), local authority rules on procurement, as well as any other relevant legislation, necessary to build the network
29. To carry out such other duties as may be appropriate to achieve the objectives of the post, under the direction of the Economic Development, Regeneration and UKSPF Programme Manager.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Project Delivery and Support Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.