

JOB DESCRIPTION

Directorate:	Chief Executive's
Division:	Planning and Economic Development
Post No and Job Title	T445 Contracts Delivery & Town Centre Initiatives Manager
Grade	10
Responsible to:	P27 – Head of Economic Development
Responsible for:	Markets Officer
Main Purpose of the job:	To make a significant contribution to the economic prosperity of Broxtowe by project managing the delivery of major projects and services that are in contract and or being constructed. Where relevant, the post will lead on project delivery, investment schemes, and delivering projects and programmes to their financial and physical completion. Additionally, the post holder will lead on Town Centre Management activities, projects and initiatives, aimed at promoting the health and prosperity of the Borough's four major towns and retail centres.

Main Duties and Responsibilities

1. Support the Economic Development, Regeneration and UKSPF Programme Manager 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 RIBA stages 5 through to 7 and will include contractor performance, variation orders, CDM compliance and liaison with all Council end users and departments engaged in the project. The post holder may also need to

participate in some parts of RIBA Stage 4 – especially if value engineering is required;

5. Day to day line manage the Borough Markets Officer and any temporary or casual staff used to porter council equipment or implement health and safety measures;
6. Responsible for the successful development of the five Borough Markets, including responsibility for all the equipment, marketing collateral, power supply, technology, market stalls and storage of them; ensure that the cash collected on the market is properly recorded and banked 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 new markets and specialist events and fairs – 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 including 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.
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.

NOTE

The above job description sets out the main responsibilities of the post holder, 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.