

Northumberland County Council - JOB DESCRIPTION

Post Title: Project Manager	Directorate/Service/Sector: Economy and Regeneration Service		Office Use
Grade: Band 9	Workplace: County Hall, Morpeth		JE ref: 4355
Responsible to: Programme Manager	Date: Oct 2023	Fixed Term Contract: to 31 March 2026, with potential to extend (subject to funding)	
Job Purpose: The post will support the development and delivery of major multi funded strategic capital projects relating to the council's Energising Blyth Town Investment Plan. This includes a focus on significant town centre regeneration projects including Leisure, Education and Culture capital investment and infrastructure. This will be achieved with high level project management skills from feasibility to completion with a focus on quality, regulatory compliance and deliverability within stringent timeframes and budgets. The post will also be responsible for securing commitment to the delivery of the Energising Blyth Programme informed by engagement with partners, stakeholders and residents and in accordance with the Local Assurance Framework and Grant Funding Agreements			
This post includes line management duties to the Projects Officer and requires the ability to work with a high degree of autonomy and initiative and to have experience and expertise in the delivery of publicly funded capital projects including business case development, client side project management, engagement, monitoring and reporting along with operating effectively within a political and governmental framework.			
This post is funded by the Department for Levelling Up, Housing and Communities (DLUHC).			
Resources	Staff	Manage assigned Projects Officer support and commissioned consultants, contractors and internal services	
	Finance	Developing and assessing the financial viability of projects and programmes, with a total value in excess of £90m and individual budgets up to a value of £15,000,000, managing the project external support budgets and reporting to both internal and external funders.	
	Physical	Adhere to corporate policy and regulatory systems	
	Clients	A variety of internal and external clients, including the Accountable Body, project sponsors and external funders.	
Duties and key result areas:			
Ensures the delivery key elements of the Energising Blyth Programme Town Investment Plan alongside the Programme Manager and other team Project Manager. Effectively performs an 'intelligent client' project management role applying a wide range of project management expertise and experience through all RIBA stages. Commissions and manages a wide range of professional services and multi-disciplinary teams and ensures compliance with all applicable Regulations including Health and Safety, Procurement, Financial, Environmental, Planning and Subsidy Control. Cultivates and effectively utilises relationships with the NCC Programme Board, Town Deal Board members, Accountable Body and support functions across the E+C Service Leads and manages the development, preparation and presentation of reports, documents and briefings for Project and Programme Boards. Manages and evidences Local Authority and Government funding requirements including Local Assurance Framework, Grant Funding Agreements, outputs and outcomes. Identifies opportunities for synergies across the Energising Blyth programme and represents the Energising Blyth programme at a local and national level. Implements a robust Change Management Process as required due to contract variations, expenditure and programme slippage/acceleration and outputs/outcomes changes			
<ul style="list-style-type: none">Leads on key Project Management functions supporting the development and delivery of the Energising Blyth Programme.Line manages the Projects Officer and internal/external commissioned services/contractors as required.Provides professional advice, guidance and inputs to Treasury Green Book Business Cases utilising external expert consultants as required.Supports the completion and implementation of Grant Funding Agreements to comply with external funding regulations and minimise risk to the Accountable Body.Prepares concise and coherent reports to Cabinet, Lead Officers, Energising Blyth Programme Manager, Programme and Project Boards.Manages commercial in-confidence information and maintains commercially sensitive and GDPR compliant systems.			

- Undertakes continuous quality assurance reviews of commissions, business appraisals, documents, variations and monitoring returns and ensures that services are delivered in accordance with tendered specifications and contracts.
- Contributes to the effective internal and external engagement and communications plans, systems and products including key milestones, project stakeholder comms plans, website, bulletins and social media.
- Deputise for the Programme Manager both internally and externally when required.
- Continuous professional development aligned with personal skills/knowledge and changing regulations, practice and delivery.
- Attend, as a representative of Energising Blyth Programme Team, workshops / seminars held by funders and ensure that relevant information is disseminated to senior officers and project sponsors.

The duties and responsibilities highlighted in this job description are indicative and may vary over time.

Work Arrangements

Transport requirements:	Office and Home based with some travel to projects and meetings throughout Northumberland, regionally and nationally on occasion.
Working patterns:	Hybrid and Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Limited exposure to working outdoors.

PERSON SPECIFICATION

Post Title: Project Manager

Director/Service/Sector:
Energising Blyth Delivery Team,
Economy and Regeneration
Service

Ref:

Knowledge and Qualifications

Essential	Desirable	Assess by
<p>Degree or equivalent qualification in a relevant area</p> <p>Professional qualification in Project Management, or a related discipline</p> <p>Extensive knowledge of the capital project delivery lifecycle and the RIBA Plan of Works</p> <p>Extensive knowledge of project management, tools, controls, processes and procedures</p> <p>Good knowledge of public sector procurement, financial, planning, environmental and subsidy control Regulations</p> <p>Extensive knowledge of the requirements of public funders and the function of the Accountable Body, Local Assurance Framework and Grant Funding Agreements</p> <p>Good knowledge of the principles and practices of project monitoring, claims processing, appraisal and evaluation.</p> <p>Good knowledge of the requirements of Treasury Green Book Business case development</p> <p>An active awareness and understanding of national, regional and local policies and issues affecting town regeneration and economic growth</p> <p>Commercially aware with a working knowledge of the issues facing the private sector</p> <p>Good knowledge of IT and admin systems</p>	<p>Working towards RICS or IPM Project Management accreditation</p> <p>Working knowledge of RICS Project Management Core Services</p>	
Experience		
<p>A successful track record of delivering publicly funded capital projects on time, to the agreed budget and meeting all objectives.</p> <p>Significant experience of managing project budgets, including expenditure tracking and profiling and cash flows</p> <p>Experience of managing staff or appointed specialists / consultants</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with stakeholders</p> <p>Extensive recent experience in contributing to funding bids and project business cases.</p>		

<p>Good experience of external grant funding regulations and programmes</p> <p>Significant experience of monitoring project performance and preparing reports at Board and Cabinet level</p> <p>Thorough knowledge and recent experience in a relevant context and service</p>		
Skills and competencies		
<p>Effective IT skills and ability to understand and develop the use of ICT to achieve work objectives</p> <p>Numerate and literate to allow full analysis of complex business cases, contracts, budgets and interpretation of guidance and project metrics.</p> <p>Ability to Work on own initiative and collaboratively, and have a proactive, solutions and delivery focussed approach</p> <p>Excellent communication skills both written and verbal</p> <p>Confident and competent in expressing own views and an active lead/participant in internal and external meetings</p> <p>Persistence in applying a methodical and systematic approach to problem solving</p> <p>Ability to move quickly and accurately between different areas of work and manage multiple projects concurrently and at different RIBA stages</p> <p>Good organisational and time management skills with the ability to react quickly, prioritise and delegate tasks</p> <p>Ability to partake in and promote a culture of team working to achieve the agreed objectives</p>	<p>Experience of Microsoft Project or equivalent project management software.</p>	
Physical, mental, and emotional demands		
<p>Dealing with complex and technical issues and communicating possibly contentious decisions to third parties.</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the Council</p>		