

## Northumberland County Council - JOB DESCRIPTION

<b>Post Title:</b> Project Manager		<b>Director/Service/Sector:</b> Economy and Regeneration Service	<b>Office Use</b>
<b>Grade:</b> Band 9		<b>Workplace:</b> County Hall, Morpeth	<b>JE ref:</b> 4338
<b>Responsible to:</b> Cultural Development Manager		<b>Date:</b> January 2026	
<p><b>Job Purpose:</b> The post will support the development and delivery of major, long term and multi funded strategic capital projects relating to the council's town investment programme including Pride in Place Programme (PiPP) in Blyth. This includes a focus on significant town centre regeneration projects including cultural led capital investment, infrastructure and events, strategic housing renewal and town centre living projects. The post will ensure that proposals are consistent with the strategic context and ambitions of partners, stakeholders and residents. The post will be responsible for creating and helping to secure commitment to the delivery of the Council Programmes informed by wide-ranging engagement in Northumberland towns through high level project management skills and the delivery of key milestones across the programme of work.</p> <p>This post requires the ability to work with a high degree of autonomy and initiative and to have experience and expertise across a range of professional disciplines including Treasury Green Book project development principles, project management, inclusive economic growth; research and engagement management; and operating effectively within a political and governmental framework.</p>			
<b>Resources</b>	Staff	Manage assigned Projects Officer support and commissioned project managers and contractors as required	
	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	Maintain and operate key corporate policy systems	
	Clients	A variety of internal and external clients, mainly project sponsors	
<p><b>Duties and key result areas:</b></p> <ul style="list-style-type: none"> <li>• Develops the vision for Programme level delivery packages along with the Cultural Development Manager, Economic Growth and Regeneration Manager, Programme Manager and Project Manager.</li> <li>• Cultivates and effectively utilises relationships with NCC Programme Boards and Town Board members and wider stakeholders as appropriate</li> <li>• Identifies opportunities for synergies across County programmes including Energising Blyth and the PiPP.</li> <li>• Leads and manages the development, preparation and presentation of reports, documents and briefings for Board, Project and Programme Boards.</li> <li>• Develops and manage the establishment of business processes which meet both Local Authority and Government compliance requirements.</li> <li>• Manages the monitoring and evaluation of relevant Countywide programmes.</li> <li>• Participates in and presents to relevant Boards.</li> <li>• Represents the NCC programme team at a local and national level.</li> <li>• Leads on key actions supporting the development and implementation of the Countywide programmes.</li> <li>• Line manages the administrative support and commissioned project managers and contractors as required.</li> </ul>			

- Manages the submission of applications to relevant Boards and NCC assurance processes.
- Provides professional advice, guidance and support on Business Case development to Treasury Green Book principles.
- Manages the completion of technical legal grant funding agreements which comply with external funding regulations and minimise risk to the Accountable Body
- Provides advice and support for the drafting of new scheme grant offer letters.
- Prepare concise and coherent reports to a professional standard for Lead Officers, Programme Manager, Programme Boards and workstreams.
- Manages commercial in-confidence information and maintain commercially sensitive systems.
- Undertakes quality assurance reviews of appraisals, contracting and document control where separation of duties allows.
- Co-ordinate the assignment of business case consultants from the Panel and organises training and support to ensure that partners have required knowledge to develop business cases and understand internal governance procedures.
- Develop and design guidance for use by external and internal partners on the Partnerships assurance framework procedures and protocols
- Contribute to the effective internal and external communications systems within the team, including website, bulletins and social media.
- Deputise for the Cultural Development Manager, Economic Growth and Regeneration Manager, Programme Manager and Project Manager both internally and externally when required.
- To maintain and update personal skills and knowledge; aligned with changing funding regulations, practice and delivery.
- Attend, as a representative of the Programme Team, workshops / seminars held by funders and ensure that relevant information is disseminated to senior officers and project applicants.
- Support the work of the Programme Team in a management capacity.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### Work Arrangements

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

#### PERSON SPECIFICATION

<b>Post Title:</b> Project Manager	<b>Director/Service/Sector:</b> <del>Economic Growth and Regeneration</del> Team, Economy and Regeneration Service	Ref: 4338
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Degree or equivalent qualification in a relevant area		

<p>Professional qualification in Project Management, or a related discipline</p> <p>Extensive knowledge of the technical requirements of public funding management</p> <p>Extensive knowledge of the principles and practices of project appraisal and evaluation</p> <p>Extensive knowledge of the requirements of Treasury Green Book Business case development</p> <p>Extensive knowledge of external sources of grant funding</p> <p>An active awareness and understanding of national, regional and local policies and issues affecting regeneration investment and economic growth</p> <p>Extensive knowledge of national, regional and local policies relating to town centre regeneration</p> <p>Commercially aware with a working knowledge of the issues facing the private sector</p> <p>A knowledge of subsidy control and procurement regulations</p> <p>Good knowledge of IT and admin systems</p>	<p>Knowledge and experience of national, regional and local policies relating to culture led regeneration or strategic housing delivery</p>	
<p><b>Experience</b></p>		
<p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p> <p>Significant experience in preparing reports at Board level</p> <p>Extensive recent experience in preparing funding bids and project business cases.</p> <p>Experience in drafting issuing and managing grant contracts</p> <p>Significant experience of external grant funding regulations and programmes</p> <p>Significant experience of partnership working</p> <p>Significant experience of monitoring project and programme delivery</p> <p>Significant experience of dealing with project budgets</p> <p>Thorough knowledge and recent experience in a relevant context and service</p>	<p>Experience of Microsoft Project or equivalent project management software.</p> <p>Experience of managing staff or appointed specialists / consultants to undertake work on time and too budget</p>	
<p><b>Skills and competencies</b></p>		
<p>Effective IT skills and ability to understand and develop the use of ICT to achieve work objectives</p> <p>Excellent communication skills both written and verbal</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings</p>		

<p>Numerate and literate to allow full analysis of complex business cases and interpretation of guidance and project data</p> <p>An ability to source, interpret and disseminate information from external organisations</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</p> <p>Ability to work independently with a collaborative approach to work</p> <p>Good organisational skills with the ability to react quickly to enquiries</p> <p>Flexible and creative approach in responding to issue raised and to supporting applicants</p> <p>Ability to partake in and promote a culture of team working to achieve the agreed objectives</p>		
<p><b>Physical, mental, and emotional demands</b></p>		
<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>		
<p><b>Other</b></p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits