

JOB DESCRIPTION

JOB TITLE:	Project Manager	JE NUMBER: A13137
DIRECTORATE:	Economic Growth	BAND: 12
RESPONSIBLE TO:	Joint Growth Unit Manager	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	<p>To lead on and co-ordinate the delivery of major regeneration projects and programmes that contribute to the growth of Chesterfield's economy.</p> <p>To project manage the delivery of key regeneration projects and programmes as outlined in the Chesterfield Growth Strategy, maximising opportunities from public/ private partnerships, and external funding.</p> <p>To facilitate positive economic outcomes for the local economy.</p> <p>To be responsible for project financial management and planning to include the management of substantial project budgets and procurement associated with projects.</p> <p>To work with the wider Economic Growth directorate to identify, develop and pursue new regeneration opportunities.</p>	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To lead multi-disciplinary teams and key stakeholders from the public and private sector to ensure the effective delivery of complex regeneration projects
2.	Maintain strong and effective relationships with internal and external stakeholders, including specialist consultants, landowners, clients, and end-users.
3.	Prepare regular, detailed project documents, including project plans, reports and analysis for internal and external stakeholders, as well as Council meeting when required.
4.	Ensure that effective project management, planning, budget and risk management controls systems are in place to ensure project delivery. Oversee and implement procurements to support project delivery in line with Council's procurement policy.
5.	Identify gaps in knowledge and skills requirements internally to ensure effective delivery of projects in a timely manner, overseeing the procurement of consultants/ research and studies as appropriate and assisting in the training and development of staff as required.
6.	To work with the wider Joint Growth Unit team to assist colleagues in the delivery of complex regeneration schemes, giving technical advice and support where required.
7.	To maintain a thorough knowledge of the latest policies, regeneration opportunities, strategies and initiatives locally, regionally and nationally in order to facilitate the delivery of projects and the development of new initiatives

8.	Identify, as appropriate, new opportunities for projects/schemes and activities that will support the delivery of ambitions as outlined in the Chesterfield's Local Plan, Growth Strategy and the Council's Corporate Plan
9.	Use up to date knowledge of funding to identify and secure funding from the public and private sector to enhance project delivery or to support the development of new projects
10.	Using a range of communication methods, including presentations, report on project progress to a range of internal and external stakeholders as required, including preparing, developing and carrying out publicity/ consultation/ engagement exercises on projects being delivered and ensuring that feedback and results are analysed and fed into project delivery.
11.	Ensure opportunities for positive communications as a result of projects are maximised.
12.	Ensure that the wider social value from project delivery is realised by working with colleagues and partners.
13.	Ensure that good practice is embedded into the delivery of projects and that lessons learned and evaluation is included in all aspects of project delivery.
14.	To lead on other types of projects or programmes, as deemed appropriate by the Joint Growth Manager
15.	Any other duties which are equal/similar to the responsibility level and grade of the post.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change - The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	X
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	X
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	X	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	X	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Project Manager	JE NUMBER:	A13137
DIRECTORATE:	Economic Growth	DATE:	December 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Highly developed project management skills with clear evidence of successful delivery of complex regeneration projects	Application Form
•	Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally, producing project monitoring updates as well as having effective inter personal skills that allow you to persuade and influence others).	Application Form/ Interview
•	Ability to plan and co-ordinate activities of self and project team in context of conflicting priorities	Application Form
•	Ability to work to tight deadlines whilst managing a variable workload and changing priorities	Application Form/ Interview
•	Ability to think creatively and develop new solutions to resolve problems	Application Form/ Interview
•	Strong negotiation and decision making skills	Application Form
•	Ability to lead, motivate and develop project teams and forge effective relationships often at a senior level	Application Form
•	Good understanding of planning process as part of project development, management and delivery.	Application Form
•	Working knowledge of external funding with a track record of securing funding for use on regeneration activities	Application Form
•	Thorough understanding of national policy framework for regeneration	Application Form
•	Strong financial reasoning and analytical skills with the ability to	Application

	manage substantial budgets	Form/ Interview
•	Ability to manage and monitor external funding	Application Form
Desirable		
•	Knowledge of Combined Authority priorities and ability to link with successful project delivery	Application Form
EXPERIENCE		
Essential		
•	Experience of managing complex regeneration projects.	Application Form/ Interview
•	Experience of working in regeneration/economic development	Application Form
•	Experience of managing and monitoring multiple funding streams and substantial budgets > £5m	Application Form/ Interview
•	Experience and track record in leading multi-disciplinary project teams and partnerships to secure positive outcomes.	Application Form/ Interview
•	Experience of managing internal and external contractors to deliver positive outcome to agreed project specification and timeframes.	Application Form/ Interview
•	Experience of managing procurement processes	Application Form/ Interview
•	Experience of chairing regular progress meetings and or steering groups with relevant internal and external stakeholders	Application Form
Desirable		
•	Experience of working with senior Elected Members and other elected officials	Application Form/ Interview
•	In addition to regeneration projects, experience in one or more of the following: Delivery of energy generation/ decarbonisation/ climate change related projects	Application Form/ Interview

	Delivery of digital connectivity within the public realm Delivery of public art programmes	
QUALIFICATIONS		
Essential		
•	Educated to degree level or equivalent	Application Form
Desirable		
•	Project Management training qualification or equivalent	Application Form
•	A professional qualification at level 4 or above in a related field (surveying, planning, construction)	Application Form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 2		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective	Interview

<p>Level: 2</p>	<p>change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<p>Making Effective Decisions</p> <p>Level: 2</p>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	<p>Interview</p>
<p>Leading & Communicating</p> <p>Level: 2</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	<p>Interview</p>
<p>Collaborating and Partnering</p> <p>Level: 2</p>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	<p>Interview</p>
<p>Developing self and others</p> <p>Level: 2</p>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p>	<p>Interview</p>

	For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available	Interview
Level: 2		
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 2		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 2		