

JOB DESCRIPTION

JOB TITLE:	Programme Manager - Plan for Neighbourhood's and Engagement	JE NUMBER: A13592
DIRECTORATE:	Economic Growth	BAND: 12
RESPONSIBLE TO:	Head of Economic Development	
RESPONSIBLE FOR:	<p>Financial Budget: Up to £20 million of funding from Long Term Plan for Towns Programme</p> <p>People: No direct line management responsibility but responsible for forming and leading project teams and subgroups on behalf of the Board.</p>	
MAIN PURPOSE OF POST:	<p>The role will coordinate the delivery of Chesterfield's Plan for Neighbourhood's programme, ensuring that the programme is delivered in line with government expectation and to the satisfaction of the Chesterfield Town Board.</p> <p>The role will work closely with key partners, including private sector business, members of parliament, councillors, police and crime commissioner and other lead external providers This post will effectively manage relationships, drive development and delivery of a pipeline of projects and interventions to deliver lasting and regenerative change, maintain effective governance and maximising our promotional opportunities.</p> <p>Reporting to the Head of Economic Development, this role will provide a high level of programme management expertise.</p>	

DUTIES AND RESPONSIBILITIES:

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

1.	Lead on all aspects of programme management and reporting to the Plan for Neighbourhood's Board and DHLCCG, providing assurance and updates on project progress from development to delivery. ensuring the Board is sighted on key risks impacting deliverability and lead on mitigation strategies
2.	Lead on the commissioning of a robust programme of ongoing community engagement to establish the direction and impact of the programme, ensuring community views are captured and harnessed to influence delivery and to inform of the impact of the programme.
3.	Continuous drive the work of the Plan for Neighbourhood's Board and key partners to explore opportunities to improve the Chesterfield, including leading on the development of

	projects including commissioning feasibility studies and research which consider data and business case development.
4.	Liaise and engage effectively with businesses and stakeholders by proactively consulting and engaging to ensure that the Town Centre and wider communities can thrive, raising and tackling issues that act as barriers to success.
5.	Prepare, collate and present regular reports on project financial management as well as on the achievement of outputs and outcomes to ensure full compliance with programme guidance, ensuring sign off from section 151 officer.
6.	Proactively manage stakeholder relationships with elected members and key external agencies (including DHCLG, Plan for Neighbourhood's Team, EMCCA, Police and Crime Commissioner, Members of Parliament and other public agencies and partnerships such as Destination Chesterfield), to enable the Board to drive forward the vision for Chesterfield Town Centre
7.	Provide a proactive and effective liaison between town centre stakeholders and the Plan for Neighbourhood's Board to ensure the smooth operation of the Town Centre and wider communities deliver a warm welcome and ensure that the Chesterfield is a destination people want to visit, work and invest.
8.	Develop and work in partnership with stakeholders to create, update and maintain a robust programme performance dashboard to capture data about the performance of the Town Centre and communities, using this to highlight key issues and risks as they emerge ensuring remedial action is taken as appropriate through working collaboratively with partners.
9.	Prepare, collate and present regular programme updates to the various board, external stakeholders and to government as required, detailing the impact and progress of the programme, including highlighting any programme risks or successes.
10.	Collaborate with key stakeholders to promote commercial opportunities and attract funding to deliver projects and initiatives that will deliver our Regeneration Plan for Chesterfield.
11.	Develop positive relationships with our businesses, signposting them to business support opportunities as required, and working with them collaboratively to share data and intel and drive forward our understanding of the Chesterfield, to support the delivery of our Regeneration Plan.
12.	Act as lead for the council on the development and engagement with the Chesterfield Plan for Neighbourhood's Board, a forum made up of key senior stakeholders that are charged with delivering the Chesterfield Plan for Neighbourhood's, Regeneration Plan.
13.	Facilitate the internal programme board, pulling together internal Chesterfield Borough Council teams, to oversee all aspects of the programme including project development, monitoring, risk, financial performance and governance, ensuring that national and local guidance is adhered to at all times.
14.	Ensure opportunities for positive communications as a result of Plan for Neighbourhood's project/schemes and activities are identified and maximised through the effective co-ordination of activity to promote the programme, working closely with the Council's

	communications teams, Plan for Neighbourhood's Communications and Engagement Subgroup and key partners like Destination Chesterfield and Visit Peak District and Derbyshire Local Visitor Economy Partnership
15.	Ensure Council Elected Members are fully briefed on activities being undertaken by the Plan for Neighbourhood's Board and other issues impacting on the delivery of the Regeneration Plan, leading the preparation and delivery of Council reports on performance of the programme.
16.	Ensure that effective programme management, planning, budget and risk management controls systems are in place to ensure sound programme delivery.
17.	Ensure all Plan for Neighbourhood's projects and activities comply with relevant health and safety legislation and corporate health and safety policies, including the management Construction (Design and Management) Regulations 2015 where applicable. Lead on embedding health and safety risk assessments and controls into project development and delivery, working with internal teams and external contractors to ensure safe systems of work and a strong health and safety culture across the programme.
18.	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
19.	Collaborate with the Town Centre events team as well as other key internal and external partnerships, to support the vibrancy and vitality of the Town Centre and wider communities to bring a quality experiential offer to the Town Centre and neighbourhoods.
20.	Direct teams from across the Council to support the effective delivery of Plan for Neighbourhood's activity for example, Legal and Procurement, Joint Growth Unit as well as ensuring project feasibility studies are commissioned in line with Council policy
21.	Any other duties as considered appropriate to 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.

SPECIAL FEATURES OF POST:

Political Restriction	YES	x	NO	
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:	Plan for Neighbourhood's Delivery and Engagement Manager	JE NUMBER:	
DIRECTORATE:	Development and Growth	DATE:	January 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form / Interview / Certificates
Essential		
Highly developed project management skills with clear evidence of successful delivery of complex regeneration projects.		Application form / Interview
Research, collate, interpret and analyse related data and information and present it effectively to others in the appropriate format.		Interview
Strong financial reasoning and analytical skills with the ability to manage substantial budgets.		Interview
Thorough understanding of national policy framework for regeneration including interventions aimed at improving Town Centres and place.		Application form / Interview
Working knowledge of securing, managing and monitoring external funding with a track record of securing funding for use on regeneration activities		Interview
Knowledge of retail & commercial enterprises and the type of support required.		Application
Knowledge on developing, delivering and co-ordinating a range of activities and events to animate town centres.		Application form / Interview
Knowledge of working in partnership with key stakeholders to deliver positive change.		Application form / Interview
Knowledge of funding initiatives that can be harnessed to deliver regeneration.		Application form / Interview
Knowledge of the issues facing Town Centres and initiatives that are being put in place to reverse decline		Application Form

Ability to use ICT packages to support delivery of initiatives, preparing reports and monitoring purposes	Interview
Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally, producing project monitoring updates as well as having effective interpersonal skills that allow you to persuade and influence others.	Application form / Interview
High level of advocacy and negotiation skills	Application form / Interview
Excellent Presentation skills	Application form / Interview
Computer literacy, including use of spreadsheets, word processing skills, email and internet research (Microsoft Office).	Application

Desirable	
Experience of event and or operational management	Application form /Interview
Experience of public sector contracting and procurement regulations	Application form /interview
Experience of managing budgets/finance/data	Application form /Interview
Knowledge of general local government practices.	Application form /Interview
Understanding of equality and customer care policies and practices.	Application form /Interview
EXPERIENCE	
Essential	
Experience of working in partnership to deliver regeneration.	Application/Interview
Experience of relationship management.	Application/Interview
Experience of successfully developing and delivering projects	Interview
Experience of supporting partnership boards.	Application / Interview
Experience of working with wide range of partners to achieve results	Application/Interview

Desirable	
Experience of working in a local authority setting	Application/Interview
QUALIFICATIONS	
Essential	
Educated to degree level or equivalent experience	
Desirable	
Project management experience, Prince 2	Application Form
Relevant diploma in management	Application Form/Qualification
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
Commitment to self-development, service improvement and organisational effectiveness	

COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>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.</p> <p>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.</p>	Interview
Level: 2		

Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective 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>	Interview
Level: 2		
Making Effective Decisions	<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</p>	Interview
Level: 2		

	<p>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>	
Leading & Communicating	<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>	Interview
Level: 2		
Collaborating and Partnering	<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. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
Level: 2		

Developing self and others	<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>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</p>	Interview
Level: 2		
Delivering Value for Money	<p>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.</p> <p>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</p>	Interview
Level: 2		
Managing a Quality Service	<p>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.</p> <p>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</p>	Interview
Level: 2		
Delivering at Pace	<p>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</p>	Interview

Level: 2

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