



Role Description

Role Title: Regeneration Programme Manager

Location: Yeovil / Chard Agile

Job Family: Regeneration Programme

Grade: 6-8

Reports to: Director - Service Delivery

Main purpose

The post-holder will report to the Project Sponsors and will be responsible for the planning, co-ordination, direct implementation and delivery of the Yeovil, Chard and Wincanton Regeneration Schemes. This will involve working closely with Members, the Senior Leadership Team, Service Managers and other staff members.

The post holder is tasked with taking forward the projects, leading the framework of activities and outcomes, management of internal and external dependencies of the project, managing risks and reporting to an Officer and Member Board.

Key tasks

Project management

1. Develop a project plan and manage the planning processes in line with Prince 2 and/or similar project management methodologies. Ensure the plan aligns with the overall direction and integrity of the project.
2. Lead on the development of project business cases as required.
3. Work collaboratively with specialist officers and lead officers for project workstreams to identify, plan for delivery and deliver the required service outcomes.
4. Ensure benefits are identified, tracked and delivered, that risks are monitored and interdependencies are identified and managed effectively.
5. Ensure the timely issue of agendas and papers, and the preparation of action points in relation to the Strategic Development board, and Chard and Yeovil Programme Boards.

Project delivery

6. Ensure that the operation of the project is comprehensive and all plans are aligned to Council's regeneration objectives as set out in the Council Plan and associated supporting plans and strategies.





7. Lead the development and maintenance of the overarching programme plans, highlighting interdependencies and major gateways as appropriate.
8. Lead and manage arrangements for Project Teams including specialists and case officers from the Council and officers from partner organisations as appropriate.
9. Ensure each component of the project is planned effectively and that there are appropriate resources and accountability to ensure delivery.
10. Lead procurement exercises where external providers are required to take forward elements of the programme.
11. Ensure timely and accurate reporting from the project, and track progress towards outcomes against the overall programme plan.
12. Provide progress reports to the relevant council committees, programme boards, and the project sponsors as appropriate.
13. Provide progress reports to Members and to committees and other bodies of the council.
14. Manage the allocation of tasks and activities within the programme, ensuring that components are receiving appropriate levels of support.
15. Provide clear leadership to staff and external providers.
16. Assess the project teams to ensure they have the appropriate skills and motivation to ensure delivery of the project objective.

Financial and Resource Management

17. Plan and manage budgets associated with the programmes as allocated, and agreed with the project sponsor.
18. Ensure the constituent project is delivered within the programme budget and on time.
19. Put together funding bids for other sources of project funding.
20. Take corrective action when necessary to ensure the financial performance of the programmes.

Customer focus

21. Maintain a clear focus on the customer within the project by ensuring:
 - Council plan objectives are achieved – the ‘corporate client’
 - Specialist officers, workstream leads and their roles are clearly identified
 - demand from external parties and customers is managed
 - The community and other stakeholders receive regular communication and are consulted appropriately throughout the development and delivery of the scheme





Knowledge transfer

22. Advise, educate and support knowledge transfer across service areas to enable the organisation to maximise performance.
23. Develop skills and knowledge across additional service areas/ subjects to provide flexibility and resilience within the project team.
24. Contribute to the development of service strategy and to performance and quality control.

External and Internal Contacts

Councillors, Leadership team, members of staff, external providers, partners and others as appropriate. This may be face to face, telephone, written and electronic communication.





Personal Specification

Qualifications	Essential or Desirable
Degree or equivalent qualification or experience in a relevant subject	Essential
Prince 2 or APM qualified (or similar professionally recognised qualification relating to construction or project management)	Desirable

Knowledge	Essential or Desirable
High level and practical project management	Essential
Experience of procurement, property and planning processes	Desirable
A good understanding of property development and investment processes	Desirable
Preparation of tender documentation	Essential
Communication and consultation techniques and good practice	Desirable

Skills	Essential or Desirable
Well-developed skills in leading and motivating staff	Essential
Excellent communication and presentation skills (written and oral)	Essential
Well-developed inter-personal skills	Essential
Political awareness and sensitivity	Essential
Ability to manage relationships with key internal and external stakeholders with tact and diplomacy	Essential
Strategic outlook and ability to put strategy into action	Essential
Ability to explain complex matters to a variety of audiences	Essential
Established analytical and problem solving skills	Essential





Experience	Essential or Desirable
Experience of working with the public sector	Desirable
Experience of successfully delivering projects	Essential
Experience of working with elected Members and in a political environment	Desirable
Experience of planning and managing resources i.e. finance, employees, property and information technology	Essential
Ability to train others and pass on knowledge of managing successful projects	Desirable

Personal qualities	Essential or Desirable
Commitment to continuous service improvement	Essential
Outcome focussed with commitment to the achievement of programme objectives and a strong commitment to customer service	Essential
Ability to work under pressure to tight timescales and to motivate others to deliver	Essential
Performance Management mind-set with a focus on delivering outcomes	Essential
Flexible and adaptable to changing circumstances	Essential
Enthusiasm and drive to achieve	Essential

