

Job Title: Town Centre Delivery Project Manager	Role Profile Number: P/A
Grade: S Salary:	Date Prepared: 18/11/19
Directorate/Group: Economy and Growth	Reporting to: Head of Town Centre Development
Structure Chart attached:	No

Job Purpose

You will be part of a team responsible for the delivery of a portfolio of complex, high profile, multi million-pound capital development and regeneration projects, working collaboratively with people in teams across the Council as well as external developers, contractors/ consultants, members, residents and partners.

Managed by the Head of Town Centre Regeneration for Swindon Borough Council, you will act as a delivery project manager, taking projects through from conception to delivery. You will have experience and a strong track record and ideally a professional qualification in one or more areas that allow you to provide challenge and ensure project delivery. These areas include: planning, design, development, architecture, construction, economic development and regeneration.

The right candidate will champion and deliver the Council’s place-making agenda, working across internal teams and external partners. You will effectively use all the levers available to the Council to co-ordinate interventions in the built environment that bring about positive regeneration and development.

This role is for a Project Manager to deliver an exciting development (residential and commercial space) in the Swindon town centre and as such this role requires the post holder to regularly attend site and meetings in the Council’s civic offices.

Key Accountabilities

- Contributing to projects at all stages of the project cycle from concept development, through feasibility and detailed design / technical specification through to delivery and evaluation.
- Commissioning and co-ordinating the delivery of multi-million-pound development and regeneration projects on council owned assets, and also facilitating the development of land and assets owned by others.
- Developing funding bids and contributing to strategic investment cases; and reporting on project progress to grant funders.

- Influencing and facilitating third-party developments, where these are critical to the council's wider objectives of place-making, economic development and town centre regeneration.
- Building and maintaining strategic and local relationships across a range of key stakeholders.
- Supporting negotiations with developers, operators and other partners to secure the best outcomes for the Council and Swindon more widely.
- Informing the development of masterplans and other strategic development documents to deliver long-term positive change.
- Provide Secretariat services to the Council's Regeneration Board by way of co-ordinating agenda items, papers, diary dates and records of all meetings and decisions.

Supplementary Accountabilities

- Formulating and testing the business case for projects and investment: critical review and objective challenge of the business case to ensure that the specification will achieve the anticipated benefits, community outcomes and social value and value for money.
- Knowledge and experience of project management: from inception through to delivery.
- Knowledge of aspects of regeneration projects from: land acquisition, the planning process, RIBA design process, delivering infrastructure, contractor procurement, land sale, etc.
- Maximising value: adding value through the establishment of relationships and incorporation of best practice.
- Responsible and effective governance: ensure that clear governance arrangements are in place, with appropriate risk management.
- Project management: ensure that key project level information including Project Implementation Document, creating and maintaining a risk and issues log, create and maintain programme and budget, raise issues that require decision making to the relevant decision-making body.
- Interface management: alignment of stakeholders and their organisations to maximise the potential of the programme / project.
- Organisational resource: effective identification, deployment and management of organisational and individual capability to achieve outcomes.
- Good understanding of local government and the local and regional context.

Knowledge & Experience

Candidates must have good knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience in programme management using leading methodologies and processes including risk and performance management and reporting.

- Experience of working in economic development, planning and in Local Government.
- Experience of procurement within the public sector, and specifically experience using the Gateway process, contracts finder portal and understanding of The Public Contracts Regulations 2015.
- Knowledge and interpretation of programme management to adapt processes as needed and influence stakeholders to achieve the desired project(s) outcomes.
- Prior experience with viability including development appraisals beneficial.
- Excellent organisational skills to assist with delivery of large-scale development programme and managing external consultants.
- Experience of successfully working within multi-disciplinary teams and varied stakeholders.
- Experience of planning including CIL, S106, highways and development projects would be an advantage.
- Experience preparing and presenting board level reports and performance reporting to funders which includes a high degree of financial accuracy and forecasting.
- Excellent verbal and written communication skills, including excellent attention to detail.
- Use of project management tools such as MS Project.

Qualifications

- Degree or equivalent essential.
- RICS accredited or qualification in a RICS accredited subject such as surveying, real estate development desirable.

Decision Making

- To identify key action points and issues and deliver the most effective course of action.
- To assess requests and issues from internal and external stakeholders and decide the optimum course of action involving the correct set of colleagues and partners.

Creativity and Innovation

- To develop and support new ways of working
- To develop and support new governance, reporting and risk systems which facilitate the fast and clear interpretation of performance information.

Job Scope	Budget Holder	Yes
Number and types of jobs managed None	Responsibility	No
Typical tasks supervised/allocated to others <ul style="list-style-type: none"> • Evidence gathering • Budget monitoring • Administration 	Asset Responsibility:	None

Contacts and Relationships (how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Key relationships are with delivery partners for town centre development schemes, potential investors and developers, strategic partners such as Homes England and the business community including InSwindon.
- The role ensure excellent communications with enabling departments including legal, planning and property as well as members.
- The role should aid the Head of Town Centre Development in representing SBC in strategic partnerships where appropriate, with investors and developers.
- You will be confident in working with external consultants, technical teams, contractors and development partners including Homes England.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- You will be required to attend meetings at construction sites, to inspect the progress of the construction and report accordingly, and therefore should be able bodied and adhere to site safety rules and the use of Personal Protective Equipment (PPE).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	