



SWINDON
BOROUGH COUNCIL

Job title:	Town Centre Programme Manager	Role Profile No	SBC_12104
Grade/s	CFL11		
Salary Range			
Directorate / Pillar / Strand	Economy and Development	Reporting to:	Head of Strategic Place Making
		Responsible for:	2 people

Reporting Structure: Reports to Head of Strategic Place Making

Role Overview

Leading complex infrastructure projects and long-term place shaping programmes this role is integral to the Councils achievement of the place Vision for Swindon. This role will combine management of complex multi-disciplinary projects and programmes and the leadership of individuals and teams within the programme environment focused on delivery of benefit on time, within budget, generating exceptional value for the Council.

Working with the Head of Strategic Place Making to lead on a regeneration strategy for Swindon Town Centre and on shaping and delivering major regeneration schemes in collaboration with the Council’s Planning and Property Teams along with external partners including Homes England, the Arts Council and DLUCH.

Role Purpose:

- To successfully programme manage Council regeneration projects delivering a wide range of significant benefits for the Borough.
- To develop a strategy for the repurposing of Swindon Town Centre to serve the future needs of the Borough.
- To facilitate the effective coordination required to deliver a high quality, sustainable regeneration of the Town Centre with the appropriate infrastructure, facilities and integration to the wider place vision
- Specifically to Lead & deliver new facilities; including a new theatre, key worker housing and the infrastructure needed to support town centre living
- Ensure close liaison with the Planning, Transport, Housing and Property Teams at the Council

- Working through projects diagnosing problems and blockages to successful delivery. Designing and implementing with leaders & teams the appropriate wider engagement, ownership, governance and action that supports the projects from definition to successful delivery, benefit and outcomes realisation.
- Create innovative opportunities for the project(s)/programme to deliver regeneration schemes.
- Create clear and achievable routes for the organisation to achieve successful implementation of Town Centre regeneration.
- To lever in funding from external organisations and secure investment from the private sector for appropriate, sustainable investment in the Town Centre
- Working with programme managers & the business to identify the people resources needed to deliver, ensuring that these resources come online at the appropriate time within the project plan.
- Work in partnership with relevant Council officers to ensure that strategic outcomes are effectively delivered for projects, achieving optimum Value for Money.
- Ensure that regeneration is fully aligned to support the the Council's missions.
- Responsible for ensuring that project managers within the Place Making Team are delivering against the objectives of their project(s).
- Responsible for ensuring that project management disciplines are embedded across Town Centre programmes with a suite of project management guidance and templates available.
- To provide quality assurance, facilitation, promoting project management principles and methods, coaching and mentoring to actively drive out efficiencies through new interventions on projects.
- Coordination & liaison with a large and varying number of groups/individuals both internal and external to the Council. Day to day engagement with and provide support, leadership and advice to the Leader of the Council, Portfolio Holders, the Regeneration Board, the Infrastructure Delivery Board, Directors/Heads of Service and senior managers across Council departments and partner organisations, as required to ensure significant projects are effectively delivered.

Role Accountabilities:

- To lead, manage the technical project management team with responsibility of a multi-million pound regeneration, capital programme. Ensures that projects for which the post holder is the designated project manager are delivering the intended outcomes, providing appropriate intervention when the Council's position is at risk of compromise which may include providing challenge at any managerial level.
- Provide leadership and support Council teams to understand technical project management and associated risks and implications of non-application of appropriate project management processes and approach.
- Provide appropriate change and project management on key strategic projects critical to overall ambition of the Council.
- To lead on the procurement of multi-million pound development contracts in accordance with Council processes.
- To be the lead Council liaison Officer with Homes England, the Department for Business, Energy & Industrial Strategy and the Arts Council
- Ensure the project benefits are delivered in line with Council performance (time and specification) and cost expectations ensuring the projects are delivered effectively and enable the efficient operation and transformation of Council services
- Assess the financial, operational and political impact of any changes to projects and propose solutions and mitigation.

- Work in partnership with the Project Managers to maximise the project management, commercial and risk support and advice provided to the wider business.
- Develop and embed strategies for driving projects at pace, within budget and delivering to agreed outcomes across the Council, through smarter project management and influencing key stakeholders and project owners to take personal ownership of running projects effectively and efficiently. This role will take ownership for ensuring the successful implementation of these strategies.
- Ensure the council's regeneration project processes are streamlined, simple, scalable and designed to really enable outcomes to be delivered as quickly and effectively as possible.
- Facilitate in resolving complex project issues between parties, assuming the role of lead negotiator as required achieving a 'win-win' outcome for the relevant parties.

Specific responsibilities and accountabilities

- To lead, direct, motivate and manage staff and workload within the Town Centre regeneration programme. Ensure continued professional development undertaken as required enabling the team to maximise their input and influence on all projects.

Knowledge and Experience

- A minimum of 5 years' experience in project management using leading methodologies and processes.
- Significant experience of and accountability for ensuring that complex/major projects are delivered on time, within budget to the agreed standards.
- Experience of working in a senior project management role within a large organisation with significant numbers of large and complex projects.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for projects.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of project management to adapt processes as needed and influence stakeholders to achieve the desired project(s) outcomes.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to mitigate project risks.
- Experience of developing project management strategy and execution.
- Demonstrable project management acumen and professional credibility.
- Experience of successfully working within multi-disciplinary teams, including Heads of Service, senior managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels within the business including Members, Heads of Service, senior managers, and other key stakeholders, including external partners.
- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and other local authorities.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the project(s) objectives.
- Ability to promote excellent customer service, giving high priority to customer satisfaction.
- An excellent motivator of self and others.
- Experience of analysing situations and developing creative solutions.
- Experience of facilitation and problem solving to a successful outcome.

- Excellent verbal and written communication skills, including formal presentation. Excellent attention to detail.

Statutory and or Qualifications required for this post:

Prince 2 Foundation and Practitioner qualified or equivalent work related experience

<u>Job Scope</u>	Budget Holder	Yes
Number and types of jobs managed	Responsibility	15 million capital budget .
Typical tasks supervised/allocated to others	Asset Responsibility:	

Contacts and Relationships

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.