**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Richmond’s Programme Manager – Flood and coastal resilience innovation Programme | **Grade:**  **PO6 (£44,601 - £52,470)** |
| **Section:**  Engineering Team 3 | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Head of Engineering Team 3  **Reporting to Project Board** | **Responsible for following staff:**  No direct line management responsibilities, but the Programme Manager will be responsible for coordinating with internal and external partners, stakeholders and overseeing a framework consultant assisting with project implementation. |
| **Post Number/s:**  **2 year fixed term contract.** | **Last review date: September 2022** |

**Working for the Richmond / Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and

Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to

provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Note, this post is solely for the London Borough of Richmond-upon-Thames.

**Job Purpose**:

Richmond Council, in partnership with Wildfowl & Wetlands Trust and Barnes Common Ltd, submitted a successful bid for funding through the Environment Agency’s Flood and Coastal Resilience Innovation Programme. Our bid focused on the Beverley Brook catchment in Richmond which covers the area from Richmond Park to north Barnes. It is one of 25 areas across England to receive approximately £6 million of funding from the Flood and Coastal Resilience Innovation Programme to deliver innovative flood resilience projects over a period of six years (2021- 2027).

This role is a 2 - year fixed term contract as Programme Manager employed under Richmond Council with scope to renew until the end of this project.

To project manage the Beverley Brook Flood Resilience project on behalf of the council, to lead the established partnership, work collaboratively with key partners such as the Wildfowl & Wetlands Trust and Barnes Common Ltd, and to successfully delivering the outputs and objectives of the project effectively and efficiently.

**Specific Duties and Responsibilities:**

1. To effectively and efficiently lead the project, manage the key partners, shape and manage project delivery with our key partners in accordance with the requirements of the Flood and Coastal Resilience Innovation Programme.
2. To work closely with internal teams such as the LLFA, Policy, Parks, Highways, community engagement and consultation to support delivery of the project.
3. To ensure the project is delivers on time and in accordance with the funding it received from Defra’s £150 million innovation fund.
4. To lead, manage and coordinate activities with partners and stakeholders to support delivery of the project.
5. To provide direction and leadership to all staff, volunteers and residents engaged within the project.
6. To champion the implementation of nature-based solutions through co-creation and co-design with stakeholders.
7. Foster a positive and constructive team culture to ensure the project team delivers on the identified workstreams which includes acquiring the necessary resources, letting contracts or securing service level agreements to ensure the project succeeds.
8. Prepare reports for the Programme board, Environment Agency and DEFRA for project assurance and governance including all financial and progress monitoring of the project.
9. To be accountable for all financial matters relating to the project, review expenditure, manage drawdown, and prepare forecasts for regular reporting.
10. The post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.
11. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
12. To liaise and support Members and their queries about service delivery are dealt with promptly and effectively and attending member and committee meetings where required.
13. To advise and support senior managers on relevant service and operational matters and committee reports.
14. To promote ways of working that ensure residents and stakeholders are actively engaged in the project and are able to participate in decision making.
15. To ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards ensuring delivery to specification and within budget.
16. To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations, to forge effective partnership working.
17. To support the Head of Service and deal directly in representing the SSA, and where appropriate customers, in dealing with external organisations.
18. To prepare technical and committee reports and associated documentation and to draft briefs, consultation and publicity documentation and press releases.
19. To deputise for the Head of Engineering when required.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

* To ensure that all services are provided in accordance with local and national health and safety requirements.
* To work with colleagues across the Council, as required, to provide flood resilience and climate change input to the development of policies, plans and projects.
* To attend evening and weekend meetings from time to time as required.

**Current team structure**

**Engineering Group 3**

SCP’s and Casual Staff

**Person Specification**

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| **Job Title:**  Richmond’s Programme Manager – Innovative Coastal Flood Resilience | **Grade:**  **PO6 (£44,601 - £52,470)**  PO5 (£42,015 - £49,428)  MG1 (£49,674 - £63,336) |
| **Section:**  Engineering Team 3 | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Head of Engineering Team 3  **Reporting to Project Board** | **Responsible for following staff:**  No direct line management responsibilities, but the Programme Manager will be responsible for coordinating with internal and external partners, stakeholders and overseeing a framework consultant assisting with project implementation. |
| **Post Number/s:** | **Last review date: September 2022** |

**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focusing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of Sustainable Drainage Systems (SuDS), Natural Flood Management (NFM) and Nature Based Solutions (NBS) | A/I |
| Experience of grants, local government finance, processes, and procedures. | A/I |
| Political awareness and understanding of democratic process. | A/I |
| Financially astute with experience in efficiencies and ensuring best value for money. | A/I |
| **Experience** | |
| Experience of influencing, networking, partnership building and relationship management | A/I |
| Experience of implementing effective governance arrangements to ensure timely decision making, effective risk management, and compliance with wider policies and procedures. |  |
| Ability to work effectively with others, engaging multi-functional and cross-directorate teams in project delivery. | A/I |
| **Skills** |  |
| Strong partnership building skills  Proven programme and project management skills with strong leadership. | A/I |
| Strong written and verbal communications skills. | A/I |
| Strong leadership, management and motivational skills. | A/I |
| Effective team-working and collaboration skills | A/I |
| Ability to persuade and influence individuals and organisations with differing perspectives. | A/I |
| Strong analytical and negotiating skills. | A/I |
| Politically astute | A/I |
| Excellent IT skills including use of Microsoft Office Outlook, Word and PowerPoint | A/I |
| **Qualifications** |  |
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| Degree or HND qualification in a relevant field and at least 3 year’s relevant post qualification experience.  or  Minimum of 5 year’s relevant experience in project delivering  Desirable:  A recognised qualification or accreditation in project management (e.g. PRINCE2, APM accreditation) | A/I |
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**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)