**Job Profile**

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| **Provisional Job Title:**  Nine Elms Head of Programme | **Grade**: MG2 |
| **Division:**  Economic Development | **Directorate:**  Chief Executive’s Group |
| **Responsible to:**  Head of Economic Development | **Responsible for:**  Nine Elms Strategic Lead for Culture  Nine Elms Strategic Projects Manager  Nine Elms Programme Officer  Nine Elms Programme Assistant  Nine Elms Community Engagement Coordinator |
| **Post Number/s:** RWHNEP01 | **Date**  April 2022 |

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

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

Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To coordinate the next phase of the Council’s Programme in Nine Elms, focusing on the transition to place management, whilst overseeing the delivery of the remaining key projects in the area and working with internal and external partners to deliver a successful and high quality new urban district which is a successful new neighbourhood of Wandsworth.

**Specific Duties and Responsibilities:**

1. Provide leadership and management of the Nine Elms Delivery Team, applying and developing staff resources effectively to support delivery of the Nine Elms Programme and working with staff to embed the team’s learning in the wider organisational structure.
2. To formulate a transition plan for the Nine Elms area, recognising its emergence as a new neighbourhood within the London Borough of Wandsworth and ensuring effective place management regimes are integrated into the work of the Council and relevant partner organisations.

1. To develop and manage the overall Nine Elms Programme as an

integrated set of activities, ensuring this continuously reflects corporate Council priorities and contributes to the establishment of a high quality new urban district

1. To oversee all elements of the infrastructure and place making Programme for Nine Elms, working with individual project leads to ensure that each element is appropriately programmed and has adequate budget, delivery capacity and authority

1. To be accountable for the delivery of specific projects and activities for which the Delivery Team is responsible, including an Arts and Culture Programme for the area

1. To ensure that internal and external stakeholders are appropriately engaged and influenced with regards to Nine Elms activities providing clear accountabilities, relationship management and support

1. To lead on the Council’s input to the Nine Elms Vauxhall Partnership, providing agreed support to Partnership governance, managing relations with landowners, LB Lambeth, TfL and the GLA and overseeing Wandsworth input to monitoring reports, papers, presentations, etc.

1. To lead on internal Council governance of the Nine Elms Programme, supporting the Programme Board, providing updates, briefings and papers to senior management, lead Members and Committees.

1. To ensure that the Council’s plans for Nine Elms are aligned with wider Council priorities, informed by best practice from elsewhere, are adaptable to market conditions, changing policy contexts and new opportunities and effectively communicated to internal and external stakeholders including residents.

1. To manage any budgets assigned to the Nine Elms Programme Team effectively, to support the Council’s Resources Directorate and Planning Obligations Team to provide oversight of wider Nine Elms budgets and to ensure annual budget setting is informed by Programme requirements.

1. As a member of the Economic Development Management Team, to support the delivery of Team and Divisional objectives, maximising the integration of Employment, High Streets and Local Growth and Business and Enterprise activity with the Nine Elms Programme and ensure learning is adopted across the wider organisation.

# Generic Duties and Responsibilities

* To contribute to the continuous improvement of the Borough’s of Wandsworth and Richmond services.

* 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 Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your 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

*Occasional evening or weekend work is required e.g. attendance at committees, community meetings and events.*

*Located in Wandsworth Town Hall with remote working in Nine Elms and elsewhere as required.*

# Current team structure

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# Our Values and Behaviours

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge** |  |
| Up to date knowledge of current urban regeneration policy and practice, especially where this relates to place management and large scale regeneration similar to that in Nine Elms | A/I/T |
| Knowledge of the role of different organisations and agencies in urban regeneration, in particular the role of local authorities and their planning functions | A/I/T |
| Knowledge of infrastructure requirements (including social infrastructure) and successful place-making pertaining to large scale regeneration | A/I |
| **Experience** |  |
| Experience of working on large scale regeneration projects at a senior level | A/I |
| Experience of managing complex programmes of activity involving a mix of physical, socio-economic and cultural projects | A/I |
| Experience of working in complex political, partnership and multistakeholder environments | A/I |
| Experience of managing change in relation to staff leadership and embedding learning within organisational structures | A/I |
| **Skills** |  |
| Capability to think and act strategically with the ability to be both resolute and flexible in order to see plans through to implementation | A/I/T |
| Excellent relationship management and influencing skills with the ability to identify common interest, manage difference and problem solve. | A/I |
| Strong verbal and written communication skills, ability to articulate complex issues to a range of audiences and to produce high quality written reports | A/I |
| **Qualifications** |  |
| Relevant qualification desirable |  |