**Job Profile**

|  |  |
| --- | --- |
| **Job Title:** Nine Elms Strategic Projects Manager (Fixed term to 31 March 2022)  | **Grade**: MG1  £47,511 to £60,574 per annum  |
| **Section:** Economic Development  | **Directorate:** Chief Executive’s Group |
| **Responsible to:**Nine Elms Head of Programme  | **Responsible for:**N/A |
| **Post Number/s:**RWH8002 | **Date** February 2020  |

**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 of 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:**

Along with its partners, Wandsworth Council has an ambitious vision for the rapidly changing area in and around Nine Elms as a vibrant and successful place connected to the surrounding communities and wider London. This vision is underpinned by a number of strategic infrastructure projects which will provide the facilities - including a new school, health centre, transport and urban realm improvements and other community facilities - that the area needs for its success. These key projects cut across and through the 40+ linked developments in the area, and their successful delivery is crucial to achieving the Council’s vision for Nine Elms and ensuring as many residents and business as possible benefit from economic growth and development in the area.

As a senior project manager you will provide both direct and indirect project management and development support to key strategic projects within the Nine Elms Programme, including being the client-side lead where external agencies are responsible for delivery. You will be responsible for developing and implementing complex physical, social and economic regeneration projects in accordance with area Planning Framework and the Council’s plans and strategies. There will be a particular focus on ensuring timely delivery of public realm schemes, transport and infrastructure, school, health, community, arts and culture, and economic development initiatives.

**Specific Duties and Responsibilities:**

1. Be responsible for project managing a portfolio of diverse projects and activities for which the Delivery Team is responsible, as agreed by the Nine Elms Programme Board.
2. To develop project ideas from conception through to approvals, procurement and delivery for key projects and activities within the Council’s Nine Elms Programme.
3. To ensure that project objectives and milestones are defined and in line with Council policies and any relevant S106 obligations, monitor progress and provide regular reports to the Council’s Nine Elms Programme Board, Senior Management Teams, Lead Members, Council Committees, the Nine Elms Vauxhall Partnership and any other bodies to ensure informed decision making.
4. Identify, assess and manage project and programme risks and issues, ensuring that risk management tools and techniques are applied effectively, with risk ownership communicated and allocated to stakeholders.
5. Liaise with, and co-ordinate, colleagues in key related Council departments and teams to ensure successful delivery of projects in the Nine Elms Programme.
6. Management and / or oversight of project capital and revenue budgets and identifying and applying for other project funding as required.
7. To ensure that adequate resources and accountabilities are in place to enable the successful delivery of the project portfolio, including procuring external professional advisors and contractors as required.
8. To provide project management support, advice and liaison to the Nine Elms team and department leads for other activities within the Nine Elms Programme as agreed by the Programme Board.
9. To liaise with landowners, external agencies, and other key stakeholders as required to support delivery of key projects in the Nine Elms Programme, escalating any risks or issues through agreed governance structures
10. To plan, commission and conduct appropriate resident and stakeholder engagement for projects as required, ensuring that projects benefit the widest range of people possible and ensure that those benefits are effectively communicated to residents and businesses.
11. To contribute to any further development of the Nine Elms Programme and long term strategy, particularly through the identification of best practice in environmental sustainability, place-making and area maintenance regimes

**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 promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 the 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 and events.
* Located in Wandsworth Town Hall with potential hot desking/remote working in Nine Elms area

**Current team structure**

|  |  |
| --- | --- |
| **Provisional Job Title:** Nine Elms Strategic Projects Manager(fixed term to 31st March 2022)  | **Grade**: MG1 £47,511 to £60,574 per annum   |
| **Section:** Economic Development  | **Directorate:** Chief Executive’s Group |
| **Responsible to:**Nine Elms Head of Programme | **Responsible for:****N/A** |
| **Post Number/s:**RWH8002 | **Date** February 2020  |

**Our Values and Behaviours[[1]](#footnote-2)**

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.

|  |  |
| --- | --- |
| **Requirements** | **Assessed by A &**  **I/ T/ C** |
| **Knowledge**  |
| Knowledge of infrastructure requirements, including social infrastructure, and successful place-making pertaining to large scale regeneration | A / I |
| Knowledge of the role of different organisations and agencies in delivering infrastructure projects, in particular the role of local authorities and other statutory agencies  | A/I |
| **Experience**  |
| Experience of leading the development and timely delivery of a wide range of regeneration and/or infrastructure projects that form part of large scale regeneration programmes.  | A/I |
| Experience of managing multiple projects involving a mix of urban realm, construction and transport projects at different stages of development.  | A/I |
| Experience of managing staff and co-ordinating work within regeneration and related disciplines (such as Planning, Property, Development, Economic Development, Employment and Skills, Culture, Environment, Transport) in a local authority or in the private sector, to ensure successful delivery of projects.  | A / I  |
| Knowledge of relevant planning policy, in particular S106 obligations and CIL.  | A/I  |
| Experience of working in complex political, partnership and multi-stakeholder environments, successfully engaging with a wide range of stakeholders and building positive and productive working relationships to facilitate and deliver regeneration. |  |
| Experience of using Project Management software | A/I |
| **Skills**  |
| Excellent project management skills ideally gained in a regeneration, urban realm, public realm, or economic development context.  | A/I |
| 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 |
| 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, with the ability to articulate complex issues to a range of audiences and to produce high quality written reports  | A/I |
| **Qualifications**  |
| A recognised qualification in regeneration, urban or economic development, or equivalent practical experience in these fields.  | A/I  |

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-2)