

Job Description

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| Job title | Regeneration Programme Manager |
| Directorate | PLACE : Regeneration, Culture and Environment |
| Division | Regeneration |
| Range | MPR 8 |
| Reports to | Head of Service |

Main purpose of the job:

Act as the Senior Responsible Officer for the delivery of Regeneration Programme(s) from inception to practical completion. Oversee all programme stages to ensure successful delivery, including financial accountability, stakeholder relationships, governance reporting and line management of Delivery Teams including appointed external consultants.

Act as an Ambassador for Regeneration and for the Council at both external and internal meetings including on Working Groups and at Board Attendance.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

Lead on programme delivery to ensure delivery to plan, outputs, and budget across a range of regeneration programmes including individual regeneration projects, keeping the programme plans up to date as circumstances change and maintaining a detailed working knowledge of the complex agreements and ensure they are complied with.

Undertake the line management of complex Multiple -Disciplinary Teams to develop effective resource management, output, and outcome delivery of continuous improvement across the Council, ensuring effective management arrangements are in place and providing timely intervention as necessary to sustain high standards of performance.

Act as the Lead Officer for the programme reporting to Stakeholder Groups on programme delivery and programme compliance and maintain a strong awareness of the strategic implications of developments within the programme and other related issues.

Undertake, monitor and be accountable for the management of regeneration programme budgets ensuring compliance with council governance, Standing Orders & External Grant Requirements.

Represent the Council externally as appropriate, acting as an ambassador and developing relationships to ensure a positive view of the Council, to influence agendas to meet organisational needs and to maximise new regeneration programme opportunities. This may also include deputising for the Head of Service at meetings.

Undertake the Lead Officer responsibilities for implementing performance & risk management in relation to regeneration programme delivery, to ensure the successful delivery of key projects to help shape the future of Innovation Park Medway.

Act as the Senior Responsible Officer for consultant & contractor appointments ensuring commissioned works are delivered to successful outcomes and statutory obligations.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

'Do what you say and say what you do'.

Organisation:

This role reports to the Head of Regeneration

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Degree Level Qualification in a relevant subject
- Project/Programme Management Qualification – Practitioner Equivalent Level.
- Management Qualification – ILM 5-6 or Equivalent.

Level B (in addition)

Level C (in addition)

- MSc Project Management or
 - Post Graduate Management Qualification or
 - Professional Accreditation – Chartered Status
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Knowledge

Level A

- Understanding of how to develop partnership working to realise regeneration programme outcomes.
- Significant understanding of Procurement Policy & Guidelines to deliver regeneration programmes within the public sector.
- Contract management of consultants and contractor to ensure effective resource delivery.
- How to work within a Political Model delivering Administration Priorities around regeneration programme delivery.
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.
- An awareness of the One Medway Council Plan.

Level B (in addition)

- Extensive knowledge of Procurement Policy & Guidelines necessary to deliver capital programmes within the public sector.
- Demonstrable knowledge of how to organise and chair design team, senior management and stakeholder meetings.
- Excellent knowledge and understanding of the One Medway Council Plan and how the work of Capital Projects contributes to successful delivery.

Level C (in addition)

- Knowledge of best practice in how to act as partnership lead for regeneration programme delivery in a public sector or equivalent model.
 - Expertise in procurement for large regeneration programmes (valued at £5 million or more).
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Experience

Level A

- Minimum 2 years relevant work experience of managing regeneration programmes and projects at a senior level within a large organisation.

- Experience of managing complex project groups and commissioning consultants to deliver large-scale or complex projects on time and within budget.
- Proven track record of developing and managing project teams and successfully delivering projects.
- Experience managing budgets and reporting on service delivery outcomes.
- Demonstrable experience of providing general information, advice and guidance on internal policies and procedures relating to finance and interpretation of these in relation to specific circumstances.
- Experience of line managing staff.

Level B (in addition)

- Minimum 3 years relevant work experience of managing regeneration programmes and projects at a senior level within a large organisation.
- Experienced in various aspects of project management, including planning, execution, and monitoring of large-scale projects.
- Exposure to coordinating with multiple stakeholders, managing project risks, and ensuring compliance with relevant regulations and standards.
- A track record of successfully delivering projects within set timelines and budgets.
- Creation of policy, procedures and processes in relation to leading on implementation of Construction Design Management (CDM) regulations within a specialist projects team.

Level C (in addition)

- Minimum 5 years relevant work experience, track record successfully delivery of regeneration (placemaking) programmes to an aggregated value of 5 million pounds plus.
- A minimum of five years post-qualification experience in managing complex construction projects, preferably in a public sector environment.
- Extensive experience in leading large project teams and managing multiple projects simultaneously.
- Involvement in strategic planning and decision-making processes, as well as in the development and implementation of project management frameworks and methodologies.
- Experience in managing high-value contracts, overseeing procurement processes, and ensuring the successful delivery of capital programmes is also necessary.
- Experience managing large expenditures of up to £25 million, including setting, monitoring, and ensuring effective budget spending.
- Experience of deputising for the Head of Service at meetings.

Skills

Level A

- Regeneration programme, presentation and communication skill sets able to report a range of audiences being proficient in the use of Microsoft Word, Excel, Teams, PowerPoint, and Outlook.
- Financial Control including estimating, monitoring, and grant claim submissions
- Resource management including line management of teams and external consultants/contractors ensuring effective utilisation rates to deliver Value for Money.
- Resilience management skilled in managing challenging workloads with conflicting priorities.
- Highly developed negotiation and conflict resolution skills.
- Use of Power BI as a regeneration programme management tool for performance management

Level B (in addition)

- Skilled in business case development, bid writing and commercial negotiations to support delivery of Regeneration Programmes.
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.
- Ability to work independently and produce recommendations in line with regulations, legislation, and established procedures

Level C (in addition)

- Track record in business case development , bid writing and commercial negotiations to support delivery of Regeneration Programmes.
- Track record of resilience management demonstrating ability to manage conflicting workload priorities.
- Skilled in accounting for significant financial amounts with accuracy and attention to detail.
- Proficient in financial control, including estimating, monitoring, and submitting grant claims.
- Excellent resource management skills, including line management of teams and external consultants/contractors, ensuring effective utilisation rates to deliver value for money.
- The ability to handle complex challenges and drive continuous improvement in project delivery should be demonstrated.
- Ability to deputise for Head of Service as required.