

JOB PROFILE – FUTURE HIGH STREETS PROGRAMME MANAGER	Grade J with market supplement of up to £7500k per annum.
Job Purpose <ul style="list-style-type: none"> • To be responsible for developing and managing the delivery of the Tamworth Borough Council Future High Streets Fund Capital Programme. This will encompass works to all projects under this programme. • To lead, take accountability for and proactively manage all governance and resource arrangements for the programme and each project assigned to your team to ensure that they are delivered to time, quality and budget. • To ensure project reporting is robust, timely, and delivered to the appropriate Governance and Stakeholder groups. • Work closely with key stakeholders (the Councils senior managers; elected members and internal & external partners) to ensure high quality delivery. 	Experience <ul style="list-style-type: none"> • Demonstrable construction programme management delivery experience preferably in the public sector, supported by relevant professional qualifications • Successful track record in; <ul style="list-style-type: none"> ○ delivering complex capital programmes across a broad portfolio on time, to quality and budget ○ Supply chain management - management of client / contractor relationships. • Experience of influencing, developing and maintaining constructive relationships and negotiating effectively with key stakeholders including members, partners, contractors and Government departments. • Experience of delivering evaluation of projects • Experience of public sector governance and procurement processes.
Page 9 Functional Responsibilities - Key responsibilities include: <ul style="list-style-type: none"> • To lead the development, and manage the delivery of, a capital funded construction programme as defined in the Full Business case to HM government for Future High streets Fund. • To lead the development and management of systems for robust monitoring, budget control, reporting and delivery of the capital programme, and governance arrangements to ensure the effective allocation and timely implementation of resources, in compliance with internal and external standards (including funding requirements). • To oversee the management of individual construction projects within the Tamworth BC FHSF programme, including: <ul style="list-style-type: none"> ○ commissioning and contract management of professional services supporting activity ○ to lead the professional services team in progressing the projects to completion; ○ making decisions on delivery; ○ managing the risk to the council; ○ Providing guidance to key strategic decision-makers, to secure the 	Knowledge, Skills and Abilities <ul style="list-style-type: none"> • Full driving licence – this post attracts an Essential Car User Allowance • Demonstrable levels of personal resilience through managing conflicting demands and being emotionally cognisant of the needs of others • Ability to prioritise and support individuals and project teams to create capacity through development of clear team planning and performance setting • Ability to create a climate where individuals and project teams are involved, empowered and committed through developed personal resilience and ability to motivate others • Skilful negotiator and ability to positively influence the perceptions of people internally and externally • Recognised programme management qualification • Comprehensive understanding of project / programme management methodologies such as PRINCE2 and Managing Successful Programmes (MSP) and the techniques involved in managing large and complex regeneration projects • Strong technical, legal and process knowledge in Construction Project

successful completion of the projects to the appropriate quality, on time and within budget including risk review and assessment.

- To deputise for the Assistant Director Regeneration and Growth where required.
- Actively engage with residents, businesses, customers and communities to address local issues and achieve delivery and operational outcomes.
- To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious projects.
- To ensure senior officers and Members get the necessary advice, support and information to enable them to fulfil their roles as decision makers and/or community leaders, with regards to the design and delivery of the project/s.
- To prepare and present advice, briefing information and reports, to appropriate individuals and bodies at all levels of the council's governance arrangements, and to external organisation's and public meetings as required.
- Manage, supervise and appraise identified staff including support, guidance and training, and make decisions on the recruitment and allocation of staff resources, including acting as professional client to professional services consultants where appointed.
- Managing the delivery of £38 million FHSF capital programme, including the preparation and maintenance of appropriate records to support effective controls.

Management

- Thorough knowledge of the external market and the processes to co-ordinate resources and deliver completed developments
- Understanding of the scope and content of current legislation and other developments which affect and influence construction projects to Schools, offices and other public buildings
- Detailed knowledge of funding regimes, budgetary processes and the legal and financial framework.
- Excellent organisational and interpersonal skills
- Excellent attention to detail
- Ability to work on own initiative
- Ability to use new and untried ideas from researching and collaborating on best practice across both the public and private sectors
- Able to analyse data, solve problems and apply creative solutions, new concepts and untried ideas.
- Ability to work under pressure and meet challenging and conflicting demands
- Membership of a relevant professional body.

Strategy/Policy Development

- NOT APPLICABLE

Attributes

- At least 5 year senior experience in a related field
- Commitment to continuing professional development through pursuit of relevant training
- Personal credibility with a high degree of integrity
- Resilient and resourceful in the face of conflict and uncertainty
- Commands the confidence and trust of members, staff, stakeholders and partners
- Focuses on People, treating people fairly and improving the lives of those

	<p>the programme will impact; ensuring the right processes are in place but being open to challenge processes that are not achieving aims and take action where things are not working.</p> <ul style="list-style-type: none"> • Leads by example by setting an innovative culture • Works Collaboratively developing relationships, and understanding other people's roles, earning respect of others get the best results. • Communicates Effectively with others using simple, clear, and open language, listening and being open to conversation. • Focuses on Results and delivering the programme
<p>Other:</p> <ul style="list-style-type: none"> • Be able to work evening, weekends and/or Bank holidays to carry out consultations or attend Committee Meetings. • Any other reasonable duties commensurate with the grade and general nature of the post. • Full driving licence – this post attracts an Essential Car User Allowance 	

