

Programme Manager (Town Deal and Infrastructure Projects)

 JE Code: JE2246

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service** | Economy |
| **Reports to:** | Head of Economic Development |
| **Job Family** | Professional/Technical |
| **Grade:** | I |
| **Political restricted** | N |
| **Date:** | January 2023 |

**Key Deliverables**

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| **1.** | Develop business cases for submission to Government providing the specialist skills required to support five-case model bids. |
| **2.** | Develop excellent relationships with and support colleagues across the Council to develop compliant bids for funding, including but not limited to; the Planning Infrastructure team, Highways, Culture, Transport and Environment and Waste colleagues. |
| **3.** | Oversee day to day programme management of the Bletchley Town Deal programme, coordinating core projects, managing progress, risk and budgets, ensuring that costs, risks and timescales are managed and monitored and where necessary, and reported to key stakeholders including central government. Responsibility for realisation of associated business gain, assessment and management of risks, and development of effective delivery plans and activities. |
| **4.** | Project managing the ‘Infrastructure pipeline’ project on behalf of the authority, managing the consultancy contract for expert assistance on the more complex areas of Business Case support. |
| **5.** | Develop a deeper understanding and culture of good business case development across the authority working closely with senior managers and other stakeholders. |
| **6.** | Assist the authority in prioritisation and evaluation of proposals in response to bidding opportunities. |
| **7.** | Liaise with external partners to support bid development for projects of city scale significance. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Experience of writing businesses cases for significant capital projects and submitting these to Government or related agencies. Evidence of good success rate of achieving approval of business cases. |
| **2.** | Detailed understanding and experience of government appraisal processes (e.g., Green Book compliance/five case model.) |
| **3.** | Extensive experience of project and programme management, project development techniques and experience of successful delivery of programmes and partnerships. |
| **4.** | Excellent communication and strong interpersonal/stakeholder management skills. |
| **5.** | Educated to degree level or equivalent or comparable attainment by experience with evidence of continuous professional development. |
| **6.** | Strong problem-solving and analytical skills. |
| **7.** | Good Financial acumen and understanding of public sector funding options. |
| **8.** | Project Management qualifications (MSP/Prince2) (D). |
| **9.** | Experience developing Economic and Commercial Cases for Five Case model bids (D). |



Business Case Development Manager

Professional/Technical

Grade I



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| **Colleagues Expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level job holders use their extensive experience and postgraduate level professional knowledge to take a lead in complex interactions with others, delivering change by evidence-based argument and persuasion. They exert professional influence on the organisational structures and procedures within their working area to enhance productivity, efficiency and customer satisfaction.

### The knowledge and skills required

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day-to-day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action which they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure from deadlines, interruptions or conflicting demands.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.