(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Programme Manager – Garden Community, temporary contract for 24 months (may be potential for extension of contract subject to review and available funding).

**Scale**: Grade M (NSCP 43-46), £45,591- £49,092

**Post No**: DGC301

**Service**: Development

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**Responsible to**: Head of Development

**Responsible for**: Small delivery team and a range of external consultants

**Key Relationships**: Stafford Borough Garden Community Programme Board, Delivery Team and associated working groups; Council Departments; Cabinet Members; Staffordshire County Council; Central Government including the Department for Transport, Ministry of Defence, Defence Infrastructure Organisation, Ministry of Housing, Communities and Local Government and other Departments; Homes England; Highways England; Constellation Partnership; the Stoke on Trent and Staffordshire Local Enterprise Partnership and other funding bodies; Parish Councils; Ward Members; stakeholders in the planning service, landowners, developers & the general public

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| **Job Purpose**: To lead on all aspects of Programme Management for the proposed Stafford Borough Garden Community in order to ensure the delivery of high quality development which accords with the agreed vision for the proposed Garden Community. This will include leading and shaping the Garden Community programme and reporting on progress on delivery through the Governance Board and in line with Stafford Borough Council’s Corporate Business Plan 2018-2021. |

**Main Duties and Responsibilities**:

1. Lead, shape and develop the proposed Stafford Borough Garden Community through partnership working, consultation and interaction with other Council service areas, external partners, Government Departments, agencies and stakeholders.
2. Take a lead role in planning and designing the delivery programme for the proposed Stafford Borough Garden Community and proactively monitor its overall progress, resolving issues and initiating corrective action as appropriate.
3. Deliver the agreed programme for the proposed Stafford Borough Garden Community using project management principles including ensuring project delivery is within agreed timescales and financial frameworks, with risks, milestones and stakeholders clearly identified.
4. Lead on commissioning, preparing and presenting the technical evidence required to support the programme, including commissioning, procuring and managing staff and multi-disciplinary consultants on a day to day basis, as required.
5. Develop and manage the delivery of a comprehensive communications and engagement strategy for the Stafford Borough Garden Community programme, alongside the Communications Advisor, to ensure effective community involvement and stakeholder engagement.
6. Prepare and present high quality, clear and concise reports, briefings and presentations for the Programme Board, Delivery Team and thematic working group meetings and other forums. This may include regular attendance at meetings outside normal working hours taking account of the needs of the audience and the image and reputation of the Council and its partners.
7. Identify opportunities to secure funding to support the delivery of the proposed Stafford Borough Garden Settlement. Lead or work jointly with partners to secure resources as appropriate including developing funding bids.
8. Work closely with Stafford Borough Council to support the production and delivery of statutory and non-statutory development plans and other planning guidance for the proposed Garden Community in line with the agreed vision.
9. Review performance and monitoring outcomes as well as customer feedback and recommend updates / changes to senior managers and the Programme Board in order to improve efficient delivery of the proposed Stafford Borough Garden Community programme.

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Equality Act 2010. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at Grade H or equivalent or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to Grade H or equivalent or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the PDR process. |
| For postholders in a public facing role, an ability to fulfil all spoken aspects of the role with confidence through the medium of English. |

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| **Safeguarding and Prevention Duties**  The Council has a moral and legal obligation to ensure a duty of care for children and adults across its services and is committed to promoting a culture which safeguards, promotes wellbeing and protects children and adults at risk.  Employees are expected to carry out their role and responsibilities with due regard to the safeguarding and protection of children and vulnerable adults, including preventing people from becoming drawn into terrorism. The Council is committed to ensuring that all employees are supported in respect of their safeguarding and prevent duties, including being able to access training and support appropriate to the position they hold. |

##### Special Conditions

(if applicable): Attendance at evening meetings

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for health, safety and welfare of the staff under your control.

3 To regularly communicate with your staff on developments within the organisation and how this affects their role, and to encourage feedback and staff involvement.

4 To be responsible for the health, safety and welfare of yourself and employees you are working with.

5 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

6 The above duties may involve having access to information of a confidential nature which may be covered by legislation, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

7 Senior and Operational Managers are responsible for the identification, prioritisation and management of business risks relating to their service, in accordance with the Council’s Risk Management Strategy.

The Council reserves the right to vary the duties and responsibilities of staff under conditions prescribed in national agreements. Thus, it must be appreciated that the above duties may be altered as the future changing needs of the service may require.

**AGREED BY**

**POSTHOLDER: Signed**

**Dated**

**AGREED BY**

**LINE MANAGER: Signed**

**Dated**

**HEAD OF HUMAN RESOURCES: Signed**

**Dated**