**Job Title**: Development and Project Manager, Basing View and Commercial

**Job Number**: TBC

**Grade**: 9 (indicative grade only – to be confirmed through K Plan)

**Directorate**: Borough Development

**Business Unit /Section**: Basing View and Commercial

**Preparation Date**: April 2019

**Responsible to (job title)**: Project Director, Basing View and Commercial

**Responsible for total number of direct reports**: N/A

**Responsible for total number of staff managed**: 0

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**Main purpose of job**

1. To manage the implementation of various projects within emerging and current integrated, multi-million pound, multi-agency infrastructure development and regeneration programme at Basing View; This project is one of the three major capital projects being undertaken in the Borough and is central to the council’s plan and thereby ensures the future economic prosperity of the Borough.

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**Main responsibilities**

1. The role includes developing, commissioning, managing, delivering and evaluating projects within regeneration and growth programmes; building and maintaining effective partnerships with strategic partners and local stakeholders, ensuring projects and programmes of focused on achieving outcomes in the Borough Plan and objectives of the Enterprise Zone; and, enabling the integration of robust programme management and governance arrangements.

2. This post holder will take the lead on managing the budget for the project. Working directly with Members and communities, the purpose of this role is to deliver projects that are clearly identified as priorities within the borough.

3. The post is responsible for the management and authorisation of transactions up to the limit of the budget defined within each project by the Delivery Lead, including direct responsibility for the marketing budget of over £90k, contributing to the management of the LEP funding budget of £7.5m and the value of the project as a whole of £500m.

4. The post holder will be responsible for identifying and monitoring income related to their work programmes including awarded grants, monthly monitoring and claims in accordance with the council’s financial procedures.

5. To be responsible for managing developers/contractors and temporary project staff as they are working with council colleagues, politicians and residents or businesses.
## Key tasks

1. To lead on the development and implementation of specific project work packages, adopting good design and project management practices, actively engaging with internal and external partners and stakeholders to address issues and achieve strategic outcomes.

2. To oversee the delivery of local investment plans and strategies, closely working with internal teams and external stakeholders, particularly Members and neighbourhood forums to develop priorities list that reflects a locally shared vision.

3. To identify and lead the development and delivery of regeneration projects, within approved budgets. This will include managing procurement processes, including OJEU.

4. Undertake monitoring of capital and revenue budgets and investment funding.

5. To lead on the day to day promotion of the Basing View Enterprise Zone in liaison with the Local Enterprise Partnership and other external partners.

6. To work with joint venture partners and communities to deliver innovative and forward thinking projects at a neighbourhood level, based on pre-determined priorities.

7. To identify revenue implications for borough projects and sources of income to ensure that capital projects are viable and deliverable.

8. To be responsible for assessing and managing cost and project risk.

9. To commission consultancy and other services, including the preparation of Invitation to Tender briefs. To manage those consultancies to ensure that the deliverables identified in the briefs are received on time and budget.

10. To work collaboratively with the Local Planning Authority in particular, attending and contributing to Pre-Planning Application processes to ensure the best outcomes and secure permissions.

11. To deputise, as required, for the Project Director and other team members.

12. To develop positive and cohesive relationships through working with a diversity of networks and partnerships in the borough, (and cross borough), to promote, facilitate, develop and deliver plans and projects to achieve business and growth objectives. To act as the main point of contact for internal and external stakeholders for the project/s, maximising opportunities to innovate and develop improvements to delivery.

13. To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries, Members' enquiries and FOI's), and ensure stakeholders’ expectations are managed, in the context of the design and delivery of high profile, potentially contentious, projects. This will involve management of web site information and all forms of social media connected to a particular project.

14. To organise and administer sensitive strategic meetings and other communications with internal and external stakeholders, demonstrating an awareness of political sensitivities and an understanding of conflicting stakeholder priorities, working at a high level of advocacy and sensitivity in dealing with contentious information.

15. To work with Council directorates to ensure the delivery of outcomes defined in the Borough Plan, or other such document.
16. Ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults).

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<thead>
<tr>
<th>Essential User</th>
<th>No</th>
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<td>Special features and/or equipment (anything ‘out of the norm’)</td>
<td>• Due to the nature of the work, evening and weekend work will be required.</td>
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*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*