

Harlow Council Job Description

Job Title: Deputy Programme Manager (Regeneration) **Post Number:** DP0001X

Grade: 13 **Date:** January 2023

Service: Strategic Growth & Regeneration

Location: Civic Centre

Responsible to: Programme Manager – Town Centre

Job Purpose:

To support the delivery of regeneration projects, including the Town Centre Regeneration, Council House Building, and other regeneration projects.

- 1.0** To facilitate activities and manage small and medium deliveries within a programme of complex development projects to ensure they are completed in accordance with project time scales, budget and possible grant allocations.
- 2.0** To work with team members, key partners and stakeholders to develop funding solutions for the delivery of regeneration projects.
- 3.0** To be responsible for maintaining accurate records including total outputs, outcomes, cash flows and monitoring expenditure against budget for individual regeneration led development schemes.
- 4.0** To work with Senior Managers in the Regeneration Team and others to investigate potential development opportunities.
- 5.0** Other duties appropriate to the role.
- 6.0** Statement of Health and Safety.

Breakdown of tasks:

- 1.0 To facilitate activities and manage small and medium deliveries within a programme of complex development projects to ensure they are completed in accordance with project time scales, budget and possible grant allocations.**
 - 1.1** To project manage projects, to ensure they are completed in accordance with project time scales and budget, reporting regularly to the Regeneration Manager on performance and progress.
 - 1.2** Attend and where require lead progress meetings, design team meetings, site meetings and handovers and prepare regular progress reports on schemes under development.
 - 1.3** Ensure feasibility studies and other financial appraisals for development schemes are properly evaluated and reported in terms of their financial implications and risks to the Council.
 - 1.4** Identify, comply with and record all restrictions and constraints on Regeneration led developments.
 - 1.5** Identify potential areas of risk, evaluate options available and work with the Regeneration Manager to recommend a course of action to minimise risk.
 - 1.6** Where projects involve Council land or property rights, to work closely with the Property and Facilities Team to ensure the Council's commercial interests are protected.

2.0 To work with team members, key partners and stakeholders to develop funding solutions for the delivery of regeneration projects.

- 2.1 Liaise with consultants, including architects, quantity surveyors, consulting engineers and other as appropriate.
- 2.2 To ensure that effective community engagement is integrated into all projects and that plans and actions are responsive to community wishes and priorities in so far as is practicable. To ensure that elected Members are appropriately engaged in the programme.
- 2.3 Work with the PMO Supervisor to ensure all processes and procedures for project delivery are applied and adhered to.
- 2.4 Build and maintain relationships with key stakeholders and partners in order to generate opportunities that may be appropriate for the delivery of Harlow's regeneration projects.

3.0 To be responsible for maintaining accurate records including total outputs, outcomes, cash flows and monitoring expenditure against budget for individual regeneration led development schemes.

- 3.1 Ensure records and scheme audit files are always maintained for all projects.
- 3.2 To be accountable for maintaining accurate cash flows, developing budgets and monitoring expenditure against budgets for individual development schemes.
- 3.3 Work with colleagues to maintain adequate records and statistics to satisfy government and corporate requirements and provide reports and analysis as required.
- 3.4. Contribute to the development and writing of funding applications that me be made for the delivery of Harlow's regeneration projects

4.0 To work with Senior Managers in the Regeneration Team and others to investigate potential development opportunities.

- 4.1 Liaise with colleagues throughout the organisation on development opportunities.
- 4.2 Assist in assessing land and development opportunities, including options for tenure mix, commercial application, design, funding, use and partnership working.
- 4.3 Consult with colleagues in other departments as appropriate to ensure that proposed schemes are deliverable and sustainable.
- 4.4 To keep up to date with relevant legislation, best practice and new initiatives and produce reports and recommendations on these when relevant.

5.0 Other duties appropriate to the role.

- 5.1** To undertake associated activities to facilitate the effective performance of the duties of the post.
- 5.2** To undertake any other duties, which are reasonably required whether they relate to the tasks specifically identified in the job description.
- 5.3** To act as part of the emergency planning team in the event of an emergency.
- 5.4** All employees should show a commitment to safeguarding children, young people and vulnerable adults.
- 5.5** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 5.6** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 5.7** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 5.8** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.

6.0 Statement of Health and Safety

- 6.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work Act 1974:
- 6.2**
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.