

JOB DESCRIPTION

Post Title: Major Projects Manager	
Department: Business, Growth & Infrastructure	Post No:
Division/Section: Economic Regeneration & Capital Growth	Post Grade: SM2
Location: 3 Knowsley Place, Duke Street, Bury, BL9 0EJ	Post Hours: 37
<p>Special Conditions of Service:</p> <p>2 Year Fixed Term Contract (extendable subject to ongoing major capital programmes)</p> <p>The nature of the post will require the post holder to work flexibly dependent on the needs of the job. This can mean working outside of standard working hours.</p>	
<p>Purpose and Objectives of Post:</p> <p>This is a unique opportunity to play a leading role in delivering a single integrated plan for the strategic redevelopment of key town centres and economic sites within the Borough of Bury.</p> <p>You will be responsible for the delivery of the Council's continued ambitions to regenerate a key centre or place. You will lead on public consultation, working closely with the external partners and local stakeholders to ensure that we are delivering something the people of a particular area want.</p> <p>You will have the role of co-ordinating all the Council's input into the delivery of key capital development scheme including legal, procurement, transport and operations. You will specify the Council's operational requirements and will also maintain internal communications on the progress of the schemes. The post-holder will need to have experience of driving forward a portfolio for capital projects.</p>	
Accountable to: Director of Regeneration & Capital Growth	
Immediately Responsible to: Assistant Director (Regeneration Delivery)	
Immediately Responsible for: Contractors, consultants and advisors and any project staff retained	
<p>Relationships: (Internal and External)</p> <p>Responsible for the day to day management of a portfolio of capital projects in a specified town centre and economic location, which will likely include development of a new civic or public facilities in line with the Council's neighbourhood asset strategy. The post holder will manage inputs from across the entire organisation including legal, finance, procurement, assets and others. The postholder will be responsible for updating the Growth Board, Elected Members, Chief Executive, Executive Team, Senior Managers, Departmental Staff, Trade Unions on project progress.</p> <p>External relations will include oversight and day to day responsibility for the the GMCA, commercial investment partners, agents and other property professional bodies. Investors, Businesses, Partner Organisations, Six Town Housing - Arms Length Management</p>	

Organisation (ALMO), other stakeholders.

Control of Resources:

The post holder will be responsible for co-ordinating the deployment of resources associated with the Council Capital budgets.

Duties/Responsibilities:

- Manage and coordinate the projects and programmes of work that will help to deliver the ambitions of the Bury 2030 Strategy.
- Act as lead for the Council on a portfolio of capital projects which will likely be geographically clustered and take ownership of the multi-year strategy to deliver the key projects (these can may include new public buildings, commercial estate, retail and leisure facilities and bespoke opportunities that are unique to a particular place.)
- Provide professional support to other major capital projects being delivered in a particular place, these could be highways, schools, housing or other types of capital or infrastructure investment.
- Take ownership of managing individual development appraisals and update the financial forecasts on a regular basis. Lead on holding the strategy for the future development planning of the specific place you are assigned as development lead. .
- Create a phasing plan for re-development programmes – demonstrating an understanding of the financial implications of changes to the plan.
- Prepare business and investment cases in circumstances where the Council will act as a direct investor.
- Work with potential commercial and private investors and strike deals where the objectives of the areas strategic regeneration plans can be met and a commercial case for land disposal exists.
- Manage any agreements, negotiate their input and ensure they are delivering according to the agreed programme of activity. Where activity is not completed to the agreed standard challenge and seek improvement.
- Put in place the required Project Management provisions necessary to support direct development projects, negotiate and sign-off all externally generated professional inputs (structural engineers, landscape architects, Building Contracts etc) to ensure value for money and ensure proper scrutiny of their work ahead of signing off claims.
- Provide updates and information on the progress of key schemes to the newly created governance arrangements for your assigned place and provide input into the Council's programme office.
- Support on compiling briefings for the Chief Executive, Leader and wider service for all Greater Manchester meetings, reading all papers and holding regular briefing sessions.
- Be responsible for the development and management of the forward plan for council committees including Cabinet and Scrutiny Committee through liaison with the Department and Democratic Services.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Provide regular briefings and updates to the Leader of the Council, the Chief Executive,

MP's and local ward councillors as well as community groups and key local stakeholders.

- Work to develop financial options for each phase – identifying options for external financial input and preparing investment case papers for the Council. Establish the viability of individual elements of the scheme – prepare detailed papers for the Council to bring forward individual development options.
- Liaise with end-users and potential investors, work with GMCA inward investment agencies and other bodies to secure tenants and commercial interest in the schemes which you are promoting.
- Identify bespoke opportunities for Council investment (to include potential joint ventures). Lead on implementing area development proposals, ensuring key internal staff are engaged from an early stage.
- Organise Project Boards Meetings ensuring action plans are in place and all parties work is co-ordinated and agreed.
- Report progress to the Growth Board and be responsible for internal project progress reporting, risk registers and milestone plans.
- Manage the project budgets, approving expenditure up to agreed limits. Provide regular updates on the overall programme budget, individual project budgets and the management and administration budget.

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR BUSINESS, GROWTH AND INFRASTRUCTURE

Major Projects Manager

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Degree educated or with a relevant professional qualification, with evidence of continued professional development	✓	
RICS qualified		✓
Direct experience of working in a management capacity on a major mixed-use regeneration programme	✓	
Strong commercial know-how and evidence of understanding commercial property development	✓	
High level of financial literacy – able to understand in depth property appraisals and how value is created	✓	
Relevant experience of managing multiple stakeholders involved in a property regeneration scheme		✓
Experience and understanding of how to structure property legal agreements	✓	
Good grasp of the dynamics of different commercial property occupier markets (retail, hotel, leisure etc)		✓
Experience of reporting progress on a major scheme to supervisory Board	✓	
Significant experience in managing contractors, built environment specialists and construction contractors		✓
Strong leadership skills and demonstrable ability to lead, motivate and manage multi-disciplinary teams	✓	
Strong interpersonal, influencing and negotiating skills to initiate and develop positive and effective working relationships.	✓	
Ability to show resilience and resourcefulness in the face of highly complex challenges	✓	
Knowledge of programme and project methodologies and the proven ability to manage projects and programmes	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

ASSESSMENT METHOD	CRITERIA
Assessment Centre	Review of a detailed project appraisal with the requirement to pick-out key points for consideration
Interview	Can describe the development process from project inception to completion
	Can describe examples of projects they have worked on – and specify their personal role
	Able to demonstrate commercial knowledge – giving examples of how value is created on a large mixed-use regeneration scheme
	Can describe the challenges of working directly on a major regeneration scheme
	Can describe the challenges in delivering offices, hotels, cinemas as part of a multi-let scheme