

# CYNGOR SIR POWYS COUNTY COUNCIL

## JOB DESCRIPTION

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| <b>Position Title:</b>     | <b>Economy Project Manager</b>               |
| <b>Position Number:</b>    | <b>HRP0219</b>                               |
| <b>JE Code:</b>            | <b>HAYRGD103</b>                             |
| <b>Service:</b>            | <b>Economic Development and Regeneration</b> |
| <b>Location/Work Base:</b> | <b>County Hall, Llandrindod Wells</b>        |

**(This is a flexible worker position and therefore the Council offers the opportunity to work in an agile way to include home working.)**

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| <b>Grade:</b>            | <b>Grade 10<br/>Point 27 to Point 29<br/>£33,820 to £35,411 per annum pro rata<br/>£17.53 to £18.35 per hour</b> |
| <b>Contracted hours:</b> | <b>29.6 Hours, Fixed Term until 31/03/2025</b>   |
| <b>Reporting to:</b>     | <b>Programme Delivery Manager (Supporting Communities)</b>   |
| <b>Responsible for:</b>  | <b>Economy Project Support Officer (1-2)</b>   |

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### Summary

#### **About the role:**

The post holder will oversee two UK Levelling Up Fund Capital projects; the Montgomery Canal Restoration project and the Brecon & Radnor Strategic Town Investment project.

The role involves working with the project delivery managers & team and project board members, whilst ensuring that the projects adhere to UK Government's funding regulations.

This is a flexible working post and forms part of the small and friendly Economy Projects team.

#### **About you:**

You will have:

- Practical and demonstrable knowledge, experience and understanding of all aspects of project management. An understanding of local government, the national political context within which it operates and the current challenges and opportunities.
- Experience of providing leadership, guidance, and support to elected members, colleagues, and partners to enable effective decision making and the highest standards of corporate governance.
- Experience of working with a range of stakeholders and partners and in planning and delivering community engagement events/activities.
- Experience of developing partnership arrangements across the Council and with key stakeholders and partners to foster effective joint working to improve outcomes.
- Excellent leadership, organisational, communication, and negotiation skills.
- An appropriate professional qualification in project management or previous relevant experience.



### **What you will do:**

You will:

- Lead, manage, motivate, and ensure that projects are delivered effectively, efficiently and that key milestones are met to ensure effective and efficient project delivery in compliance with the Project Delivery Plan.
- Manage the projects budget, monitoring the expenditure and costs against benefits that are realised as the project progresses.
- Manage communications and active engagement with staff and stakeholders to deliver the projects effectively.
- Develop partnership arrangements across the Council and with key stakeholders and partners to foster effective joint working to improve outcomes.
- Prepare and present reports on project status in order to provide accurate and clear information to the project board/local partnership, stakeholders, elected members, heads of service and senior managers.
- Maintain up to date knowledge of best practice in the provision of project management and to disseminate information and implement good practice.

If you have any questions about the role, please contact:

Louise Nicholson (Programme Delivery Manager – Supporting Communities)

Email: [louise.nicholson@powys.gov.uk](mailto:louise.nicholson@powys.gov.uk).

**Your responsibilities will be:**

1. To project manage a number of economy projects including the production of plans, documentation, and guidance for project teams throughout the project lifecycle, ensuring all organisational procedures are adhered to, objectives are identified and met, and benefits are realised from the procurement through to implementation of new Economic Regeneration initiatives.
2. To provide robust management reporting, monitoring progress/impact producing reports.
3. To lead, manage, motivate, and ensure that the project is delivered effectively, efficiently and that key milestones are met to ensure effective and efficient project delivery in compliance with the Project Delivery Plan.
4. Proactively monitor the projects overall progress, resolving issues and initiating corrective action as appropriate.
5. To be accountable for the management of the project ensuring that resources are utilised and deployed appropriately.
6. Managing the projects budget, monitoring the expenditure and costs against benefits that are realised as the project progresses.
7. Developing partnership arrangements across the Council and with key stakeholders and partners to foster effective joint working to improve outcomes.
8. Managing communications and active engagement with staff and stakeholders to deliver the projects effectively.
9. Reporting progress of the projects to Economy and Environment Delivery Group and Welsh Government and UK Government departments and other partners or funding bodies, as appropriate, as set out under funding agreements and to ensure all conditions for reporting are adhered to maximise funding benefit.
10. To manage project communications and ensure that all aspects of the projects are communicated effectively and appropriately to all relevant stakeholders, in accordance with the project communications plan.
11. To prepare and present reports on project status in order to provide accurate and clear information to the project board/local partnership, stakeholders, elected members, heads of service and senior managers.
12. To work with an external evaluator to undertake post implementation evaluation and report on this to the project board/local partnership and stakeholders.
13. To maintain up to date knowledge of best practice in the provision of project management and to disseminate information and implement good practice.

**»» DBS:**

There is no DBS Check requirement for this position.

**»» Health and Safety Statement:**

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.

**»» Equalities Statement:**

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy.

**»» Welsh Language Requirement:**

I can, or am prepared to learn within a reasonable time period, how to pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

## PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

### Experience

#### Essential

- Practical and demonstrable knowledge, experience and understanding of all aspects of project management.
- Experience of developing partnership arrangements across the Council and with key stakeholders and partners to foster effective joint working to improve outcomes.
- Experience of providing leadership, guidance, and support to elected members, colleagues and partners to enable effective decision making and the highest standards of corporate governance.
- Experience of working with a range of stakeholders and partners and in planning and delivering community engagement events / activities.
- Experience of line management.

### Knowledge

#### Essential

- An understanding of local government, the national political context within which it operates and the current challenges and opportunities.
- An understanding of how safeguarding can be supported through programme and project management development.

#### Desirable

- An understanding of HM Treasury's 5 Case Business Model process.

### Qualifications and Training

#### Essential

- Educated to degree level or equivalent relevant experience
- An appropriate professional qualification in project management or previous relevant experience.

#### Desirable

- Membership of a relevant professional body

### Personal Qualities

#### Essential

- Well organised, with the ability to prioritise and manage a busy workload.
- Excellent leadership skills that encourage commitment from others.
- Excellent communication and negotiation skills.

## Skills

### Essential

- Ability to relate to and gain the confidence, trust and respect of members, partners, and the wider community.
- Ability to influence outcomes with reasoning, persuasion, and tact.
- Ability to analyse and assimilate information in order to determine options.
- Ability to manage a diverse workload and heavy demands whilst adhering to tight timescales.
- Ability to analyse issues, patterns, and trends over time and to use this in project planning and delivery.
- Possess a clear understanding.
- for the need of confidentiality.
- and the ability to use judgement.
- and discretion.
- Ability to engage with and relate to key partners and stakeholders, other public sector bodies and other organisations in a way that benefits the project and delivers results.
- Ability to deliver the aims and objectives for the project.
- Computer literate with the basic range of MS Office software applications.

## Other Requirements

### Essential

- Able to attend evening meetings and work outside standard office hours.
- Able to work in an agile manner.
- Possess a full clean driving licence and access to a vehicle.

*I can, or am prepared to learn within a reasonable time period, how to pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.*

**Recruiting manager:** Louise Nicholson  
March 2023

## Our values:

### Professional

Whatever role we play in the council, we act with professionalism and integrity

### Positive

We take a positive attitude in all we do

### Progressive

We take a proactive and responsible approach to planning for the future

### Open

We keep each other informed, share knowledge and act with honesty and integrity

### Collaborative

We work constructively and willingly on joint initiatives

## **How to apply**

You will need to complete the online application, it's simple, just follow the process step by step.

### **Top tips:**

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## **Next steps**

The closing date for applications is 07/09/2023

Once submitted we will email you to let you know we've received your application.

We will be shortlisting the applications on 08/09/2023. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 21/09/2023.

We wish you luck with your application.