**City Downland Estate Programme Manager**

**Salary £52,560 - £57,445pa plus relocation expenses up to £2,500**

Welcome message from Angela Dymott

Assistant Director, Property & Design

Thank you for your interest in this role.

Brighton & Hove is a great place to live, learn, work and visit. Our diverse and vibrant community is passionate about the city and there’s a shared commitment to celebrating and promoting all that makes Brighton & Hove so unique. We also welcome more than 11 million visitors to the city each year as a worldwide destination of choice. Its success however, in common with all cities across the country, masks issues related to poverty, inequality and fairness. This is against a backdrop of ongoing reductions in local government funding, rising demand for our services, and the impact of the current economic situation.

Working for Brighton & Hove City Council means you’ll be joining one of the largest employers in Sussex and an organisation that’s active in its community and developing its transformative journey so we can continue to do the best for the city. For us, a fairer city with a sustainable future is a:

* city to call home
* city working for all
* stronger city
* growing and learning city
* sustainable city
* healthy and caring city

The Property & Design Service is part of the Economy, Environment and Culture Directorate and the City Downland Estate Programme manager role sits in the Property Estates Team who manage the council’s commercial urban and agricultural portfolios. The Directorate is “place” based and contains most of the council’s front facing city services that are underpinned by the council’s large operational and commercial property portfolios. The directorate works with city and regional partners to support low carbon economic growth and maintain an attractive, connected, and well-run city for our diverse residents, businesses and visitors. It’s leading the city’s programme of recovery from the Covid-19 pandemic and progress towards carbon neutrality by 2030.

Some of the key actions the Directorate is focusing on in 2023/24 include:

* Delivering a new City Downland Estate Plan
* Leading the city’s Covid-19 recovery and renewal programme
* Delivering the Climate Assembly and establishing a 2030 Carbon Neutral City plan
* Working across the council and the city to support the city’s transition to a circular and more equitable economy
* Leading on the Greater Brighton City Region Covid-19 Economic Recovery Plan and Energy and Water Plans
* Developing a new sustainable local Transport Plan for the City, including a local Cycling &Walking Infrastructure Plan
* Progressing the development of a deliverable business case for the roll out of full fibre and 5G
* Developing a Resources & Waste Strategy for the City
* Developing a new Sports Facilities Investment Plan
* Progressing the city’s major regeneration and infrastructure projects
* Delivering new council homes and affordable homes through the New Homes for Neighbourhood Programme and Homes for Brighton & Hove Joint Venture

The Property & Design Service aims to make best use of its assets in support of these priorities and contribute to city regeneration through the intelligent use of our operational assets and optimisation of the value derived from our commercial urban and agricultural portfolios. We aim to deliver value for money property services, support the council’s modernisation agenda and future ways of working. We will use our assets to promote wellbeing, regeneration and community wealth building in the city through partnership working and to help achieve a sustainable and carbon neutral city by 2030.

**The role of the City Downland Estate Programme Manager**

This is an exciting new role, critical to the implementation of the City Downland Estate Plan (CDEP), a policy document that sets out the council’s aims, objectives and vision for the future of the council’s Downland Estate over the next 100 years. South Downs National Park Authority (SDNPA) require all landlords of estates to produce a Whole Estate Plan setting out their aims, objectives and actions for the future. We have followed the SDNPA’s guidelines and produced ‘Our vision’ setting out the ambition for the future:

*“A rejuvenated City Downland Estate will be carbon negative and climate resilient, its biodiverse grassland landscape fully restored and teeming with wildlife. The estate will be a leader in sustainable farming, where local food production will flourish. By creating new amenities and opening up more land to the public – and by making it easier for all to visit and enjoy – the Estate will fulfil its potential to boost the well-being of everyone who experiences it. Democratic accountability will be the touchstone for all decisions affecting the estate. This land is ours”.*

To set the context, the council is immensely fortunate to own nearly 13,500 acres of South Downs within and beyond the city’s boundaries. It is the source of the city’s water supply and home to a large farming community, an area of outstanding natural beauty where residents can benefit from a wide range of leisure and wellbeing activities. It is a key part of the city’s recognition as a biosphere reserve and a place where breath taking views sit alongside complex ecosystems. The Downland Estate is a hugely valuable asset for all our residents, and the council’s role as custodians is to ensure that this asset is both protected and enhanced for future generations. Faced with the biodiversity and climate emergencies, we need the estate to help reduce the amount of carbon in the atmosphere, to store it and to enhance wildlife.

As we emerge from the coronavirus pandemic, we look to the Downland Estate for quality public access to help improve residents’ health and wellbeing and given the cost-of-living crisis, we need our farmers and producers to supply affordable local food sustainably, including through community food-growing. To meet the challenge of managing this most precious resource it is imperative that we bring together farmers, naturalists, recreational users and the whole spectrum of statutory and community stakeholders who care passionately about the estate’s future including those underprivileged or marginalised groups who have yet to experience what the Estate has to offer.

This is a unique opportunity to play a key leadership role in an ambitious council and contribute to our Climate Change and Carbon Neutral Agenda alongside a committed and strong Property and Design service. We are seeking an exceptional Programme Manager with a proven track record in the land management sector and experience of managing and implementing complex programmes of work and projects, engaging with a diverse range of people with varying degrees of interest, specialisms and influencing and negotiating at a senior level. You will have strong interpersonal skills, be a highly skilled communicator, a values-driven and politically astute leader committed to partnership working and passionate about the equality, diversity and inclusion agenda. You will have knowledge of property and land management practices and a passion for the natural environment.

As Programme Manager, you will have extensive knowledge of how to effectively deliver and implement the actions in CDEP as the city’s continuing ownership of the estate comes with the responsibility to make best use of its assets. You will have a specific responsibility for the estate and for co-ordinating management initiatives which have an impact on it along with managing the challenges and complexities. The delivery and achievements cannot be done by the council alone and you will be putting forward ways of doing this in partnership, ensuring that resources are sharply focused on key tasks and that the right skill sets are in place to drive progress. You will provide a focal point for all stakeholders and drive forward the agenda. This may involve the development of existing roles, new forms of internal collaboration and partnerships with external stakeholders. The process of preparing this Plan, however, has shown how much expertise on the estate can be found within the community, and the willingness of so many to help improve it. We intend to harness that enthusiasm, ensuring that everyone who wants to participate in the estate’s development has an opportunity to do so. The role will lead in building collaborations internally across the council and externally across the range of statutory, community and commercial organisations that may be willing to invest in the estate’s natural capital.

There's a lot to do, and we need someone who is passionate about making a difference, is comfortable working in a complex political environment across a wide group of stakeholders and has a proven track record of excellent programme management and service delivery, acting as a role model for staff, managers, partner agencies and stakeholders on delivering high quality projects and actions.

In return for your contribution and commitment, we offer a friendly and welcoming place to work, a flexible hybrid way of working, a range of training and development opportunities, and a competitive salary and benefits package. You’ll join a team of talented people who all care deeply about the city they serve. Our offer to you is encapsulated in our People Promise which includes:

* We promise to support your wellbeing at work
* We promise that we will be a fair and inclusive place to work
* We promise you opportunities to do your best
* We promise to say “well done”, recognise and reward you for great work
* We promise you a good place to work so we can do the best for the city

Brighton & Hove is a diverse, cosmopolitan and vibrant city, with deep-rooted shared values of fairness, compassion and respect and, as an employer, we want to see the diversity reflected in our workforce. Employing a rich mix of people from a range of different backgrounds with fresh ideas and different perspectives is key to us continually improving our services for the diverse communities we serve. We are committed to ensuring that our recruitment process is as inclusive as possible for everyone and this includes making reasonable adjustments.

**Apply for this role if you are motivated to improve the environment, health and wellbeing of our city, committed to the climate change agenda and a sustainable future for all. I would be delighted to receive your application.**

**Job Description & Person Specification**

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| **Job Title:** | City Downland Estate Programme Manager |
| **Reports to:** | Head of Estates and Assistant Director |
| **Department:** | Property & Design |
| **Section:** | Estates |

**Purpose of the Job**

To lead on the development and implementation of the programme of work required to deliver the objectives and actions set out in the council’s City Downland Estate Plan (CDEP) with a specific responsibility for the Estate and co-ordinating management initiatives.

To ensure the Estate is developed in the most sustainable way possible in line with the council’s Carbon Neutral 2030 and Climate Change agendas taking into account environmental, social and economic factors and to increase accessibility to the public and wide-ranging user groups.

To provide a focal point for all stakeholders in driving forward the agenda, develop partnerships and bring together farmers, communities, nature lovers, recreational users and all associated bodies, experts and stakeholders with different priorities and views to engage in the future of the Estate to fulfil the vision, aims, objectives and actions in the CDEP.

To channel commitment and involvement from internal officers working with community stakeholders, the Downland Advisory Panel, statutory stakeholders, including marginalised underprivileged groups to deliver the outcomes of the CDEP through collaborative and partnership working.

**Principal Accountabilities**

1 To lead, set up and manage the CDEP implementation programme, chair, co-ordinate and manage the cross-council Downland Estate internal officer working group, relevant managing agents / specialists to shape the team and matrix ways of working in the delivery of the actions in the next steps 2 year timeline and develop the Implementation Plan over the next 10 years to deliver the programme priority actions, monitoring and reviewing the outcomes and SMART measures.

2 To lead on behalf of the council in bringing farmers, communities and statutory external stakeholders including the South Downs National Park Authority (SDNPA), The Living Coast, the Downland Advisory Panel (DAP), Brighton & Hove Food Partnership (BHFP), the Local Nature Partnership (LNP), The Aquifer Partnership (TAP), and others together to advise on the implementation and delivery of the CDEP actions bridging and linking the internal council working group, external stakeholders and community groups.

3 To be the main co-ordinating officer on the DAP, organising the meetings for the Chair/s, ensuring appropriate facilitation and administration and managing the DAP’s advisory role, establishing clear lines of responsibility and reporting, ensuring that issues including biodiversity, climate change, sustainable farming and public access are at the heart of all future decision-making and implementation actions.

4 To lead negotiations on behalf of the council with government, and / or commercial organisations that may be willing to invest in the Estate’s natural capital assets, and to apply for grant or other relevant funding, co-ordinating cross departmental initiatives, engaging with neighbouring landowners to enable delivery of the CDEP programme.

5 To build up and manage a team and/ or matrix teamworking to ensure the City Downland Estate biodiversity is restored through the achievement of the carbon net zero objective, making best use of the Estate’s natural capital and an ecology workstream, managing an Ecologist/or specialist to assess all valuable habitats, develop and implement interventions, and monitor improvements. This would include overseeing the development and implementation of site-specific improvement plans; advising council members, officers, tenants and stakeholders on the CDEP actions and implementation plan, biodiversity issues. Through dedicated rangers, augment and support the council’s ranger service in connection with access arrangements, school visits and work with volunteers and other CDEP actions.

6. To increase opportunities for local food production in line with the council’s food strategy through the City Downland Estate Plan by working with Brighton & Hove Food Partnership, local retailers, food producers, allotment holders and others to increase opportunities for residents to buy locally produced goods, with local supply chain distribution playing a part in helping to achieve our net zero target.

7 To develop a CDEP implementation programme communication strategy to promote the City Downland Estate, raising awareness amongst diverse groups in the community to attract a broader range of visitors to the Estate, working with the council Equalities team the Trust for Developing Communities and other relevant organisations encouraging involvement in the development and delivery of the projects.

8 To liaise with City Parks in developing the Public Access and Visitor Management Strategy (PAVM), ensuring sustainable transport and accessible travel links to and from the City and Downs, promotion of the Estate, working with the voluntary sector to co-ordinate further resources and local expertise to deliver leisure and heritage projects that will offer wellbeing benefits to visitors and the community.

9 To work with the council’s agricultural management agents and the Property Estates team to review farm tenancies as they come up and identify how best to use new tenancies/ renewals to achieve the objectives of the CDEP

10 To prepare progress reports against agreed project/programme business plans for team meetings, relevant working Groups, Boards and Committees. To ensure sound programme management procedures and processes, producing a programme schedule of key deliverables, and ensuring the preparation of business cases showing clear benefits, objectives and output / outcome specifications for the programme and constituent projects. To ensure robust accounting procedures and financial systems associated with managing large multi-project budgets and that Health & Safety issues are managed appropriately.

**General Accountabilities**

**Health & Safety**  
To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:

* To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
* To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
* To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
* To ensure that safe premises, equipment and working environments are maintained

**Equalities**

To develop and implement practices within the team that uphold and develop the principles of the City Council’s Fair and Inclusive Action Plan in relation to staff and to service provision. To work within and actively promote the City Council’s Equality Policy

**General**

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**PERSON SPECIFICATION**

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| **Job Title:** | City Downland Estate Programme Manager |
| **Reports to:** | Head of Estates and Assistant Director |
| **Department:** | Property & Design |
| **Section:** | Estates |

**Knowledge**

* Educated to degree standard or equivalent in a relevant discipline.
* Demonstrable knowledge of project and programme management methodologies such as PRINCE2 and Managing Successful Programmes (MSP).
* Understanding of working and advising on the natural environment, including land management and experience of securing positive ecological outcomes from development, developing and delivering strategic conservation initiatives and/or nature-based solutions.

**Experience**

* Experience of working with a wide range of partner bodies including national agencies such as Natural England, councils, consultants, contractors and voluntary bodies, governments departments. Evidence of tangible outcomes provided.
* Experience of working with environmental statutory agencies, such as South Downs National Parks Authority, Sussex Wildlife Trust, National Trust or similar
* Significant track record of successful collaboration and relationship building with land managers, farmers, users and special interest groups to deliver effective positive outcomes for tenants, the public and biodiversity.
* Experience of working with, consulting and involving diverse communities with competing objectives to find a way through issues and agree on outcomes
* Demonstrable experience in balancing the needs of land managers/ farmers, conservation, profitability and visitor engagement. Evidence of tangible outcomes provided.
* Successful record of accessing funding from external public and private sector sources.
* Experience in the preparation of applications for government or other grants and present to wide range of audiences
* Proven track record of programme management experience linked to environmental or estates management within a large complex organisation working with multi agency partners, ensuring delivery of work on time and to budget within a governance framework.

**Skills and Abilities**

* A strong track record of achieving significant service outcomes within a demanding, complex and politically sensitive environment and translating organisational vision into solid, measurable achievement.
* Direct management and development of staff and project consultants
* Advanced people skills, able to lead and inspire a team, being a good communicator with an inclusive management style.
* Highly developed influencing and negotiating skills with strong commercial awareness.
* Excellent stakeholder management skills, good customer service skills and ability to build positive relationships with Estate communities and other third parties
* Confident presenter who can run events/tours to educate stakeholders on active projects
* Ability to problem solve and think creatively to find new ways of delivering outcomes
* Good financial management including budget preparation, resource planning and monitoring and successful management and delivery of projects within tight timescales
* Full driving licence – City Downland estate is 13,500 acres so access to it and farms across it is essential

To be able to demonstrate a commitment to the principles of Equalities, Fairness and Inclusion and to be able to carry out duties in accordance with the Council’s Equalities Policy.

Real commitment to improving public services

**Estates Team Structure**

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|  |  |  |  |  |  | Head of Estates | |  |  |  |  |  |  |
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| Senior Surveyor | |  | Senior Surveyor | |  | Senior Surveyor | |  | Senior Surveyor | |  | OPE Programme Manager | |

**Recruitment process and indicative timetable**

The deadline for applications is **20th March 2023**

To arrange an informal conversation about this role please contact:

angela.dymott@brighton-hove.gov.uk

In support of your application, you will be asked to provide:

* Answers to the shortlisting questions
* Your current CV.

Shortlisting will take place w/c **20th March 2023**

A panel consisting of Property Services professionals will hold in person interviews with shortlisted applicants in the week commencing **27th March 2023**. Candidates will be asked for a CV and answer a set of competency-based questions related to the role. Finalised dates and information about the format/content of the interviews will be confirmed to shortlisted applicants in due course.

Please note that as part of the recruitment process we will required to undertake the following checks:

* Two references
* Eligibility to work in the UK
* Relevant qualifications and professional memberships
* Pre-employment health check after an offer of employment is made