

**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

**JOB TITLE:** Project Manager  
**REPORTS TO:** Lead Regeneration Programme Manager  
**DEPARTMENT:** Economy, Environment and Culture  
**SECTION:** City Development & Regeneration

**PURPOSE OF JOB**

- To lead and manage the Restoration of Madeira Terraces Project
- To commission, procure and manage works and services relating to the restoration of Madeira Terraces
- To develop relevant project plans and strategies for the delivery of the project
- To engage and negotiate with key partners and stakeholders
- To work with city council colleagues and partners in supporting and linking the delivery of the project and wider work
- The post holder will lead and direct multi disciplinary project teams in a manner that secures the delivery of projects to time, cost and quality targets

**PRINCIPAL ACCOUNTABILITIES**

- 2.1 To be fully responsible for the delivery of the project objectives including the capital works for the project.
- 2.2 Lead, manage and co-ordinate external consultants, inter-departmental and multi-disciplinary project teams working on developments in Madeira Terraces involving discussions with staff teams, partners, users, and all relevant stakeholders, and such other organisations and individuals as may be involved in these developments.
- 2.3 To implement best practice project management techniques and systems, develop project timetables, monitor progress and ensure delivery of major development projects to timescale and budget including timely reporting to funders.
- 2.4 To prepare progress reports against agreed project business plans for funders, team meetings, Project Boards and Committees.
- 2.5 To co-ordinate OJEU and other tendering exercises, including preparation of Information Memorandum, specification development, evaluation of tenders and contract negotiations.
- 2.6 To lead and co-ordinate reporting and accountability to funders and lead the council's relationship with funders.

- 2.7 To develop effective team/partnership working.
- 2.8 To gain access to the requisite internal resources and skills by working closely with Members and officers and building senior level relationships.
- 2.9 To establish effective project governance and make the links between individual projects and the wider developments across the council and our partners.
- 2.10 To manage an effective project communication strategy to ensure continued support from project stakeholders and cross-functional teams.
- 2.11 To undertake public consultation exercises to involve local residents, communities, associations and interest groups in the project.
- 2.12 To liaise with external bodies including funders, government departments, local groups and the private sector.
- 2.13 Continuously review the scope for improvement by developing processes for capturing and sharing learning from the management and performance of individual projects.
- 2.14 Demonstrate awareness / understanding of equal opportunities and people's behavioural, physical, social and welfare needs and how equality of opportunity can be applied within the context of this post
- 2.15 Be available, with notice, to attend occasional evening and weekend events and overseas visits.
- 2.16 Undertake such training as is required to be effective in the post.
- 2.17 Carry out the duties and responsibilities in accordance and compliance with the Council's and relevant Health & Safety legislation, Data Protection and Equal Opportunities policies.
- 2.18 The post holder will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of him/her. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- 2.19 The post holder must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
- 2.20 The post holder must embrace and actively promote the council's core values.
- 2.21 The post holder must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety of such employees and areas of the workplace as fall under the direct control of the post holder and for complying with legislation relating to such works and contracts as are within the direct responsibility of the postholder.

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.

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.

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### **PERSON SPECIFICATION**

**JOB TITLE:** Project Manager

**DEPARTMENT:** Economy, Environment and Culture

**SECTION:** City Development and Regeneration

**Criteria**                      **Essential Criteria**

**Job Related  
Education and  
Qualifications and  
Knowledge**

- Educated to degree standard in a relevant discipline.
- High degree of political sensitivity – understanding and awareness of different political/community interests and their aspirations.
- Good knowledge of the political and legal context of UK local government.
- Understanding of Heritage Lottery Fund (HLF) funded project requirements
- Knowledge of a systematic project management methodology e.g. PRINCE

**Experience**

- Successful record of accessing funding from external public and private sector sources.
- Wide experience of project management/development in a governmental context.
- Experience of managing grant funded projects (preferably including HLF or similar)
- Experience in working closely with elected Members, Senior Officers and the wider community.
- Experience of public consultation and involvement.
- Successful management and delivery of projects within tight timescales.

**Skills & Abilities**

- Experience of using project management tools.
- Able to identify and access sources of verbal and numerical information and uses these sources to clarify and resolve problems.
- Ability to think strategically about housing development in the context of the Council's priorities and will strategies and work
- Able to work in a consultative framework yet influence others: capable of accessing and animating expertise within and outside the council and facilitating other's ownership of corporate policies.
- Able to demonstrate tenacity in finding ways and means of getting ideas accepted.
- Able to manage and complete projects with the use of minimal time or resources.
- Excellent presentation/communication/negotiation skills.
- Evidence of effective and innovative leadership in managing, motivating and developing a multi-disciplinary team
- Proven track record in project management gained from within a range of teamwork environments.
- Good completer/finisher skills. Able to assimilate record and analyse information from a wide range of different sources.
- Record of success in delivering complex projects
- Demonstrable capacity for creative and strategic thinking; able to generate new ideas, alternative options and develops realistic and practicable strategies.
- Ability to manage large projects involving a wide range of

**Equalities**

- professional skills and different organisations.
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.