

Role profile

Job Title:	Programme Director – Regional Park	Grade:	CB5
Department:	Major Projects	Post no.:	58134
Directorate:	Economy and Sustainability	Location:	Perceval House

Role reports to:	Assistant Director Capital Investment Programme
Direct reports:	External consultants supporting the projects
Indirect reports:	Projects Delivery Unit Facilities management and IT Ealing staff working on the projects External consultants Contractors

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To lead the successful commissioning and implementation of the Regional Park project.
- The role will provide leadership, direction and management, to multi-disciplinary and specialists teams to facilitate the delivery of a highly complex and long term programme centred around the establishment of a Regional Park in the borough of Ealing, to ensure the delivery of results and outcomes, supported by rigorous project governance and management arrangements.
- The programme director would also be required to ensure effective communication about the delivery aspects of the Park both internally and externally.
- The role reports into the Assistant Director Major Projects and would also work closely with the Assistant Director Leisure and the Council's regeneration team.

Key accountabilities

- To concurrently commission and programme manage a broad range of projects across the borough under as part of the implementation of the Regional Park applying knowledge of delivery routes for major capital projects in a local government context

- To develop recommendations and drive forward bespoke approaches to individual projects, maximising opportunities to attract inward investment for provision of facilities:
- To take a lead role in developing business cases informed by a strong understanding of capital/revenue modelling and financial viability, local government delivery and approvals, public procurement regulations etc
- To act as a Council ambassador with appropriate stakeholders and present progress reports on emerging findings to inform the Regional Park Steering Group, the Council's SLT and members of the Council's Cabinet, enabling evidenced based and informed decision making.
- Be a key point of contact and a commissioner for internal and external advice and support as required to enhance the Council's ability to deliver the Regional Park, including through use of new delivery models.
- To foster and develop exemplary internal cross-council collaboration, working relationships and better connected services and partnerships, with senior officers, peers and specialist advisors to provide seamless services, drive continuous improvement and promote working as 'one council'.
- Leading capital and revenue budget management, including zero based budgeting, robust and transparent monitoring, forecasting, corrective action, reporting and producing budget revisions and reductions, including external grant monitoring and conditions.

Key performance indicators

- The Regional Park and associated projects are delivered on time and to a satisfactory standard and meet the requirements of the organisation as established at the briefing stage
- Supports the Council plan and it's key priority policy objectives and outcomes

Key relationships (internal and external)

- Assistant Director Major Projects
- Assistant Director Leisure
- Assistant Director for Growth
- Strategic Director Economy and Sustainability
- Senior Leadership Team
- Property and Finance teams
- Leader/Portfolio Holders/Members

- Programme and Project board members
- External consultants, organisations, government bodies
- Local community groups, residents and businesses

Authority level

- As set out in the constitution and scheme of delegation.
- Responsibility for oversight of the Parks and Leisure capital projects portfolio
- Matrix management of project teams and external consultants
- Budget sign-off – up to £100k

Person specification

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Essential knowledge, skills and abilities

1. Technical – Development and Construction

Proven ability and experience in all stages of delivering major projects preferably with experience of parks and/or leisure projects.

Proven ability to prioritise, make decisions and provide clear leadership on complex projects.

Proven track record of working in collaboration and partnership with senior colleagues, internal services and external bodies, external service providers, private sector partners and government agencies to deliver complex regeneration/construction projects.

Understanding of the UK planning and building control systems and related areas.

2. Leadership and Management of staff and resources

Ability to motivate, enthuse and mentor individuals and teams and create a positive employee culture and attitude based upon an innovative and commercial foundation, whilst utilising a sound basis of project management and development techniques.

Expertise and experience of commissioning and managing external consultants and partner resources on complex major projects.

3. Commercial and financial acumen

Knowledge and experience of managing large projects to ensure they deliver their financial and non-financial objectives and remain within time and budget.

The ability to identify opportunities for enhancing the financial effectiveness of projects to support the councils' wider objectives and budget strategies.

A good understanding and experience of property development including partnership models, viability and associated planning including experience of Green/Sustainable Finance and experience of governance structures and land stewardship models.

4. Strategic & Creative Thinking

Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivering in testing circumstances and with competing priorities.

The ability to combine creativity and imagination with sound operational experience in the delivery of major projects.

5. Partnerships & Influencing

Experience of designing, implementing, and managing external governance structures such as Advisory / Project Boards and Steering Groups

Knowledge of project and commercial delivery models and internal and external delivery partnerships.

Proven experience of developing and implementing communications and engagement strategies including delivery of co-design programmes.

6. Evidence of influencing and negotiating skills with the ability to influence decisions.

Demonstrates excellent communication skills, with the proven ability to present to a diverse range of internal and external audiences using a variety of media and approaches.

7. Political Judgement

Evidence of political acumen and the ability to provide responsive, impartial advice to Councillors, Scrutiny Committees & panels, Cabinet (Portfolio) members, MPs.

The ability to understand the wider implication of physical development for the community.

Essential qualification(s) and experience

1. Construction, development, property and/or, engineering qualifications would be desirable.
2. PRINCE 2 and/or a programme management qualification; and/or relevant project management experience.
3. Experience of commissioning and delivering major projects.
4. Demonstrable experience and knowledge of delivering land and property projects and programmes including their financial management.
5. Experience of leading and commissioning teams on projects where matrix management of internal and external resources are required.
6. Demonstrable skills in engaging and working in collaboration and partnership with multiple commercial and public sector organisations.
7. Experience of working with members and senior officers.

8. Knowledge and understanding of the areas of legislation, government guidelines, regulations, codes of practice, industry standards, health & safety, relating to major construction projects.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards