

Job summary

Role title: Place Project Manager

Department: Place Delivery



General description of role

The Place Project Manager will own and manage a number of key place shaping programmes within the Borough, which aim to bring about sustainable and inclusive growth, town centre regeneration and estate renewal.

This jointly funded post with Surrey County Council will work with our partners to ensure that the programmes and their associated projects are delivered in a coordinated and planned way, within budget and to the appropriate quality, to make sure that they meet corporate and service objectives. They will bring about the widest social, environmental and economic benefit for our residents and our businesses.

Responsibilities of role

1. Manage a variety of place shaping projects, including key infrastructure and service improvements, ensuring that they are delivered on time, to budget and to an appropriate standard, and that they achieve the Councils' strategic objectives.
2. Support and advise on projects led by others, such as local communities, businesses, public bodies and voluntary organisations.
3. Keep abreast of best practice and policies to secure continuous improvements to service delivery, and provide strategic guidance inputting into the Councils' regeneration and development activity, focusing in particular on major schemes and masterplans.
4. Build and lead project teams comprising of a wide range of contractors, consultants and suppliers; ensuring that everyone is pulling in the same direction, clear about their roles, motivated, enthusiastic and are contributing to the overall success of place delivery projects.
5. Procure and manage supplier and consultant contracts efficiently and effectively, setting and assessing against KPI's.
6. Accountable for the financial management of the programmes and place projects, taking the lead in bidding and securing funding from a range of internal and external sources.
7. Advise the Councils' Senior Officers and elected Members on service related matters, through written reports and briefings, project documentation, and attendance at informal and formal meetings.
8. Maintain a focus on resident, partner and colleague needs and preferences, in the

development, design and delivery of all projects.

9. Lead effective local community and resident engagement in all stages of the regeneration process; maximising the voice and input of local people over the development of their local area.

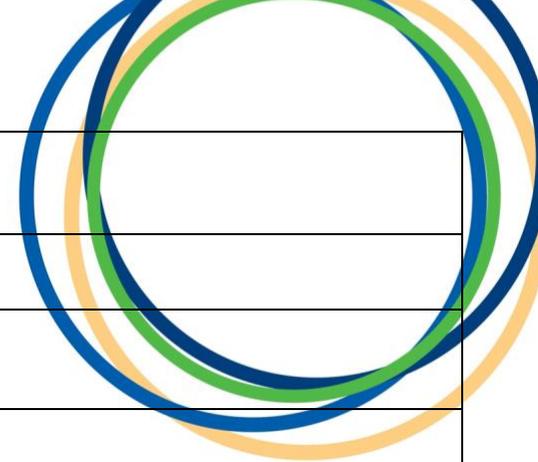
This is not meant to be an exhaustive list of duties. The need for flexibility and team working is required and the post holder is expected to carry out any other related duties that are within the overall purpose or grade of the role

Person specification and interview assessment form



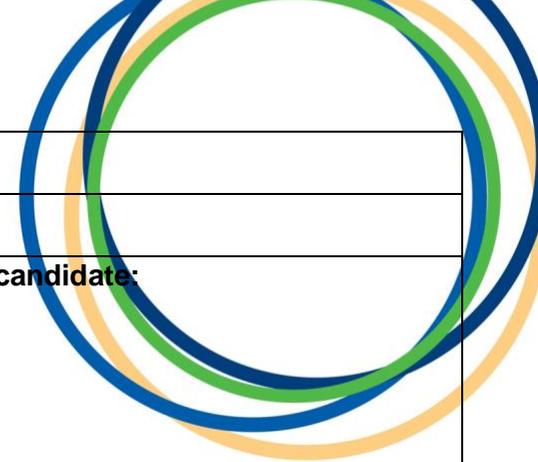
Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Educated to degree level or equivalent	E		
Recognised qualifications or training relevant to place-shaping, urban development, infrastructure, planning, energy, sustainability or transport	P		
Qualification or training in project management techniques	E		
Full driving licence	P		
Experience and achievements			
Demonstrable post qualification experience in an area of work related to the Place shaping agenda	E		
Ability to shape, manage and drive projects / programmes, to deliver clearly identified benefits (and hold others to account for performance).	E		
Knowledge and understanding of the application of project management techniques	E		
Demonstrable experience of procuring and managing external consultants and contractors to support delivery	E		



Knowledge and experience of working in local government, of local government governance, communications and procedures for implementing capital schemes.	P		
Experience of financial management, including budget planning and monitoring	E		
Experience of producing briefs and/or specifications for the procurement of specialist contractors	E		
Ability to write and present formal reports, collate data and information on complex issues.	P		
Experience of working with the public, private and community and voluntary sector and with Councillors and stakeholder engagement	E		
Excellent verbal and written communication skills	E		
Superb interpersonal skills and emotional intelligence, with experience of building effective personal relationships across organisations and systems.	E		

Role required competencies and behaviours			
Delivery focused	E		
A self-starter	E		
A team player who values and respects the expertise and role of others	E		
Personally credible with a professional demeanour that generates trust and confidence	E		
Future looking and able to see links and opportunities that others might miss	E		
Continuing professional development and performance improvement	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		

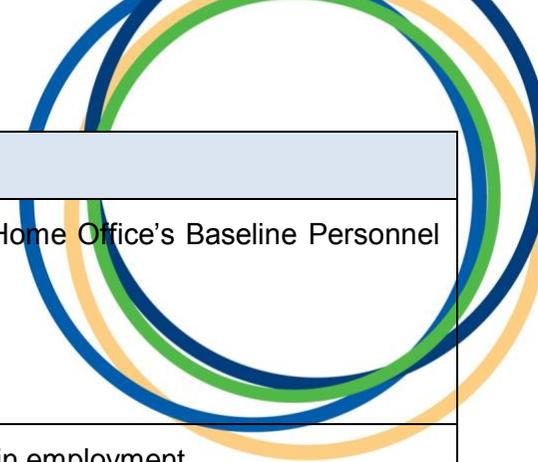


Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

Summary of employment package

Place of work	The role will be primarily based at Town Hall, Reigate . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded Professional 1 , the salary will be in the region of £50,000 per annum - negotiable dependant upon level of experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered on a permanent basis.
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week.
Employment Benefits	
Flexible working hours	Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

<p>Pension</p>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
<p>Training and development</p>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<p>Professional subscriptions</p>	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year directly by invoice.</p>
<p>Car parking / Travel loan scheme</p>	<p>Unless your role is classed as an essential user, you take part in our car share scheme, or you are physically disabled, car parking is not made available.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
<p>Cycle purchase scheme</p>	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
<p>Employee discounts</p>	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>



Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks to comply with the Home Office's Baseline Personnel Security Standards (BPSS):</p> <ul style="list-style-type: none">• at least two satisfactory references• eligibility to work within the UK, and proof of your identity• evidence of relevant qualifications
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p>

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

