



Job Title: - Project Development Manager

Purpose of the Role:

Playing a pivotal role in translating and applying the strategic priorities of the GLCCA into delivery, the post holder will be responsible for appraising projects, developing project ideas and submitting funding bids. The post holder will utilise the infrastructure within the constituent authorities to deliver the projects.

The role works flexibly across all portfolios of the GLCCA, with initiative and at pace driving the delivery of the GLCCAs projects across housing, infrastructure, transport, education and skills, identifying opportunities for alignment between projects to drive the maximum value and impact for the GLCCA.

Main Responsibilities

1. Ensure that the GLCCA strategies being delivered across Greater Lincolnshire have deliverable plans in place and where appropriate alignment across the different functions of the GLCCA, so that opportunities are maximised and the delivery of the strategies deliver against the overall organisational outcomes. Manage robust project assurance and resilience, ensuring that the right projects are being commissioned, and evaluating that they are being delivered in a co-ordinated way, to time, budget and quality standards by the constituent authorities, or other stakeholders and that they align to the GLCCA strategies.
2. Prepare, update and maintain a full suite of all appropriate project management documentation and project management system inputs to ensure that the projects/strategies being delivered across Greater Lincolnshire are managed appropriately to deliver their full outcomes.
3. Identify and manage risks to projects/strategies being delivered on behalf of the GLCCA, ensuring that projects risk exposure is understood by key stakeholders, including the identification of project controls and further actions required to mitigate the risk or manage the residual risk.
4. Ensure that projects being delivered on behalf of the GLCCA are planned monitored and managed in compliance with relevant regulations ensuring projects are delivered within budget.
5. Manage external funding in line with funding agreements and assist with the submission of financial claims

6. . Work with government departments to understand funding/project criteria and ensure that the projects are being delivered in line with the assurance framework and investment fund priorities..
7. Preparation and presentation of reports to the Chief Operating Officer, Mayor and other senior leaders in relation to project progress
8. Assist with writing and submitting funding applications
9. Work with a wide range of internal and external stakeholders to negotiate solutions to project issues and maintain stakeholder expectations in line with realistic forecast for projects.
10. Responsible for maintaining high standards of project governance
11. Undertake any such other duties as may be reasonably expected at this level.

Employee Specification

Experience	Essential or Desirable	Measured
• Experience of project managing the development and delivery of large scale, complex projects	E	A/I
• Experience of working in or with local government or other relevant large public sector organisations	D	A/I
• Experience of working with the build environment, regeneration, housing, infrastructure and or capital projects	D	A/I
Knowledge	Essential or Desirable	Measured
• Substantial knowledge of programme planning, monitoring approaches and systems	E	A/I
• Knowledge of and experience of using project management techniques and systems eg Prince 2 or equivalent and/or substantial relevant experience	E	A/I
• In depth knowledge of legal, commercial, political, financial, operational and social aspects of a diverse and complex local authority and able to respond to different perspectives and take a cross-organisational perspective	E	A/I
• Risk management and has a planned and systematic approach in its application	E	
Skills and Abilities	Essential or Desirable	Measured
• Ability to provide and receive highly complex, sensitive and contentious information	E	
• Negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	E	
• Ability to analyse complex facts and situations and develop a range of recommendations or options	E	

• Ability to make decisions autonomously, when required, on difficult and contentious issues where there may be a number of courses of action, working to tight and often changing timescales	E	
• Ability to work at pace and plan and organise a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances	E	
• Highly developed problem solving skills and the ability to respond to sudden, unexpected demands	E	
• A clear strategic and lateral thinker, able to be a clear and effective decision maker in a complex and challenging environment	D	
• High level of inter-personal skills which deliver collaborative, and coproduction working with a wide range of partners and stakeholders and the ability to develop and maintain mature relationships and effective networks	E	
• A high degree of personal and professional probity, integrity and credibility that sustains the confidence and trust of Members, senior managers, staff and external partners and stakeholders, that fosters a positive reputation for the organisation	E	
• Ability to operate in a complex, political environment and act decisively within the context of accurately analysing the risks and benefits of different courses of action	E	
• Excellent communication, negotiation, and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers	E	
• Strong financial and commercial skills with highly developed partnership, influencing, negotiation and presentation skills	D	
Training and Qualifications	Essential or Desirable	Measured
• Relevant degree and/or professional qualification and/or substantial relevant experience	E	A
• Project management qualification eg Prince 2 or equivalent and/or substantial project management experience	E	A

• Continuing professional development	E	A
Working Arrangements		
• Flexible to meet the needs of the service	E	A/I
• Ability to work in an agile way across a range of work locations	E	A/I