



MID SUSSEX DISTRICT COUNCIL

Job Description

JOB TITLE:	Regeneration and Sustainable Economy Programme Manager
POST NUMBER:	CPLP019
GRADE :	MP03 inc
BUSINESS UNIT:	Planning and Sustainable Economy
RESPONSIBLE TO:	Assistant Director Planning and Sustainable Economy
RESPONSIBLE FOR:	Driving forward the Council's ambitious area renewal and regeneration programmes. Managing a coherent, consistent 'one council approach' to regeneration and growth. Leading on the development and implementation of the Council's sustainability, economic development and inward investment services.

MAIN DUTIES/RESPONSIBILITIES:

- Lead and deliver major regeneration schemes and priority projects within the MSDC growth programme in partnership with Councillors, the Management Team, Assistant Directors, other priority project leads, and community and business stakeholders;
- Lead on the implementation of the Council's Sustainable Economy Strategy including providing oversight of the development and delivery of a Net Zero Carbon Programme for Mid Sussex;
- Lead on identifying inward investment and income opportunities and lead on the preparation of the funding bids.
- Represent the council to public and private sector agencies to maximise inward investment to support delivery of spatial and economic development;
- Bring high level influence to bear on the investment plans of partner organisations and private business to support Mid Sussex's vision for investment and growth;
- Using the Council's Opportunity Mid Sussex branding, ensure Mid Sussex's economic development and inward investment offer is proactively promoted to targeted geographies, sectors and companies so that Mid Sussex becomes a key location for inward investment and enterprise;
- Prepare reports for submission to and lead briefings on projects to governance boards, Cabinet, Scrutiny and Council meetings; and
- Keep up to date on relevant legislation, market developments and innovative projects to ensure that Mid Sussex is a leader in regeneration and economic development.

Partnership Working

- Develop links and maintain partnerships such as the Coast to Capital Local Enterprise Partnership, the Greater Brighton Economic Board, the District and Borough Councils in West Sussex, Department for Transport, Highways Agency, Network Rail, Environment Agency, Community Groups and others as required, to develop regeneration and infrastructure projects that meet the Council's objectives.
- Develop and maintain a strong network with stakeholders such as the Business Park Associations, communities, businesses, landowners, public transport operators and Statutory Undertakers to secure the necessary inputs to the project under the direction of the Divisional Manager.
- Responsible for ensuring that specific partnership and co-operative plans, commissions and contracts are delivered on a routine basis in an efficient and effective manner and to clear standards.

Financial, Contract and Risk Management

- Apply best practice in the planning, design and delivery of projects.
- Monitor and manage expenditure against project budgets.
- Maintain project risk registers and issues logs and comply with management processes.
- Ensure all procurement is undertaken following good procurement practice.
- Comply with all relevant Health and Safety legislation

Staff Management and Development

Support the Heads of Service and Assistant Directors in creating a culture of empowerment, openness and transparency. Where necessary, recruit, train and manage staff resources, including colleagues across the service, to deliver a wide portfolio of projects. Provide day to day management and professional supervision to staff to ensure operational plans and activities are delivered effectively.

SPECIAL CONDITIONS:

The Local Democracy, Economic Development and Construction Act 2009 changed the approach to identifying posts which are politically restricted under Section 2 of the Local Government and Housing Act 1989 (LGHA). This post is so restricted as a specified post. Specified posts are automatically subject to restrictions on public political activity and as such, there is no right of appeal.

By the nature of this post the hours of work must be flexible, and may, on occasion, be in excess of those normally laid down. Occasional evening work and other work outside of "normal office hours" forms an integral part of the job, and this has been taken into account when determining the salary for the job.

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It is a requirement of the post that you hold a current driving licence enabling you to drive a car, and in this connection, you must ensure that your insurance cover includes use on your employer's business. Reimbursement of business mileage will be at the local rate set.

You must immediately notify the Council if you are convicted of a driving offence or are disqualified from driving as this may affect your ability to undertake the duties of your role and could lead to your employment being terminated. You are responsible for payment of all fines incurred for traffic offences and parking fines in connection with the use of your car on the Council's business. You are also responsible for the taxation, MOT and cost of any additional insurance cover for business use, and at the time of renewal, a copy of your new insurance certificate should be handed to HR.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. The post should be demonstrated to be one where the duties are of such a nature that it is essential for the postholder to have a motor vehicle available whenever required. In other words, there must be a fundamental requirement for the postholder to have regular and immediate access to a motor vehicle to carry out the responsibilities of the post. This requirement is often likely to be on an unplanned basis.

The criteria for allocation of an Essential Car User Allowance are:

- a. Annual business mileage of at least 250 miles per annum (a locally agreed threshold, and therefore subject to review on an annual basis) and
- b. Regular (weekly) use at short notice or
- c. Regular (weekly) transport of passengers or bulky materials/equipment or
- d. Regular (weekly) significant journeys for which public transport would be impractical or
- e. Regular visits to many sites where the use of a private vehicle is essential to carrying out the duties in the job description

It is also a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Eligibility to receive a Car Allowance will be reviewed on an annual basis by the Council. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation. A period of three months' notice to terminate the status and associated allowance will be given.

If you are a Member of a professional organisation (i.e. the RTPI) Membership fees will be paid as part of the benefits package in recognition of the needs of the service.

October 2022

MID SUSSEX DISTRICT COUNCIL

PERSON SPECIFICATION

JOB TITLE: Regeneration and Sustainable Economy Programme Manager

BUSINESS UNIT: Planning and Sustainable Economy

POST NUMBER: CPLP019

DATE: October 2022

	ESSENTIAL	DESIRABLE
Qualifications <i>Educational/Professional</i>	<ul style="list-style-type: none"> Educated to Degree or equivalent level in one of the following disciplines (other relevant disciplines related to the role will be considered): Planning, Regeneration, Surveying, Asset Management. 	<ul style="list-style-type: none"> Project management qualification.
Work Experience	<ul style="list-style-type: none"> Experience of partnership working, including negotiating, communicating and joint working with internal/external organisations to achieve agreed outcomes. Extensive experience in a programme management role responsible for delivering regeneration; inward investment; economic development. Experience of working at a senior/complex level with corporate programmes and public bodies to deliver large-scale physical regeneration programmes Experience of developing strategies and initiatives, including maximising external funding opportunities with demonstrable business 	<ul style="list-style-type: none"> Experience of managing external consultants and contractors Evidence or detailed understanding of working effectively within a 'political' complex environment, providing clear advice and guidance. Experience of dealing with the media and working across partnerships to manage communications.

	<p>knowledge and commercial acumen.</p> <ul style="list-style-type: none"> • Experience of leading multi-disciplinary programme teams. • Excellent facilitation and negotiation skills and experience of consensus building. • Experience of bidding for and managing complex funding sources – local, national and European. 	
Special Aptitude/Skills	<ul style="list-style-type: none"> • Ability to work independently and to lead a team • High level of written and oral communication and interpersonal skills and a robust attitude to driving progress • Comprehensive IT skills 	<ul style="list-style-type: none"> • Preparation of committee papers
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of regeneration, economic development and current national policy in relation to economic growth. • Excellent written and verbal communication skills to convey complex ideas, in an objective manner, to people with varying levels of regeneration and economic development expertise. • High level analytical skills, with the ability to exercise sound judgement and cultural sensitivity in seeking creative solutions to complex situations. • Ability to build and maintain effective relationships with elected members, key partners, stakeholders and the wider community. • Ability to adopt a strategic view and relate strategy to action. • Extensive knowledge and experience of marketing and communications 	<ul style="list-style-type: none"> • Working knowledge of County Council Standing Orders and Financial Regulations/Practices. • Working knowledge of various highways and planning legislation, codes of practice, etc. • Knowledge and understanding of how local authorities work, their governance arrangements and the main issues being faced at this time.
Disposition/Attitude	<ul style="list-style-type: none"> • Committed to acting corporately and collaboratively – inside and outside the organisation. 	<ul style="list-style-type: none"> • Political sensitivity and awareness.

	<ul style="list-style-type: none"> • An enthusiastic and proactive approach to the delivery and requirements of the role. High-level of drive and motivation to achieve. • Strong inter-personal skills. Outcome and achievement focused. • Committed to partnership working. Committed to continuous improvement. • Committed to Equal Opportunities. 	
<p><i>Other Attributes</i></p>	<ul style="list-style-type: none"> • Ability to work quickly and to deadlines • Good problem solving and decision making skills • Be able to attend meetings out of hours when necessary 	