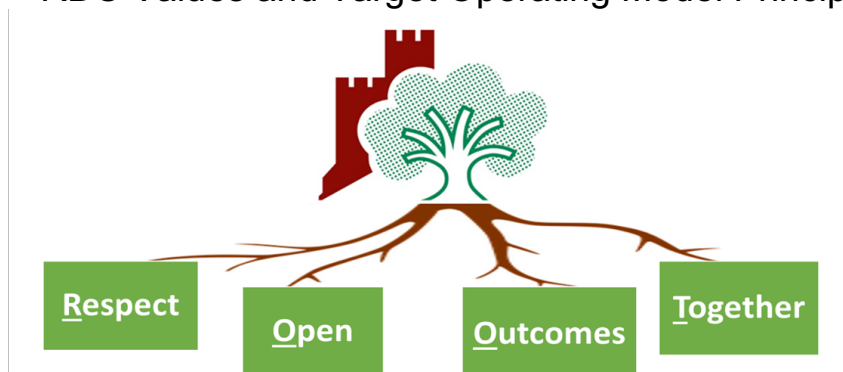


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive
SERVICE	Corporate Development Team
POST NUMBER	TBC
POST TITLE	Development Team Strategic Lead
POST GRADE	MG1
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Deputy Chief Executive/s151 Officer
RESPONSIBLE FOR	Corporate Development Team
JOB PURPOSE	To manage and oversee implementation of the Council's Development Programme. Have overall responsibility for the Development Programme and the Projects therein.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focused on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	To work with internal and external partners to oversee the Council's capital programme of development projects in line with strategic corporate aims.
2	To be responsible to the Shadow Corporate Programme Board and Corporate Programme Board, reporting regularly on all aspects of the Programme and Projects, making recommendations and seeking decisions or other approvals as required.
3	To prepare, obtain approval of and implement strategies and approaches in relation to delivery of the Development Programme.

4	<p>To ensure the Programme is properly managed and reported including preparing and maintaining:</p> <ul style="list-style-type: none"> - Schedule (Gantt chart) - Resource Schedule - Risk Register <p>These to form the basis of reporting to the Board(s) alongside regular Project Highlight Reports.</p>
5	To work with the Development Programme Finance Manager to ensure Financial monitoring and reporting of the Programme.
6	To follow established good practices, processes and procedures for the management and oversight of the Programme and projects therein.
7	Ensure the Programme is adequately resourced, forecasting the need for recruitment and obtaining all necessary approvals
8	To oversee and support respective project teams with the delivery of Projects in accordance with the Council's processes and procedures
9	To manage the Development Programme and oversee internal and external teams to deliver against critical time, cost and quality milestones.
10	To manage and oversee all capital development activities, ensuring all necessary resource, direction, strategy and guidance, to ensure that projects are achieved within approved budgets and timeframes.
11	To liaise with internal and external partners and stakeholders including the Council's Planning, Legal and Finance services.
12	To oversee programme budgets and support project managers to prepare reports for external and internal stakeholders on project progress.
13	To monitor and manage risk on all projects, and to maintain appropriate records.
14	To line-manage the Development Programme Management Team as set out on the Management Structure diagram in accordance with the Council's policies.
15	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
16	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
17	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

Colleagues are expected to demonstrate our Values and Behaviours –

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding

	Feeding back	Sharing observations and perception to improve understanding and performance
<u>Outcomes</u>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<u>Together</u>	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	Development Team Strategic Lead		
DIRECTORATE	Deputy Chief Executive		
SERVICE	Corporate Development Team		
POST GRADE	MG1		
		Essential	Desirable
Qualifications			
Good all round level of education to degree level		X	
Project Management qualification		X	
Experience			
Significant experience leading on the management of successful construction programmes from inception to completion across the full project cycle		X	
Analysing performance and other data		X	
Budgeting and financial management		X	
Experience of working in a multi-agency / multi discipline environment		X	
Experience of procuring and managing internal and outsourced professional teams & contractors		X	
Skills and Abilities			
Effective business and project planning		X	
Ability to communicate and influence at a senior level		X	
Performance management		X	
Intelligence gathering and data analysis			X
Excellent negotiation and influencing skills		X	
Excellent presentation skills		X	
Budget management		X	
Time management		X	
Ability to lead on wide ranging projects and co-ordinate a multi-discipline team		X	
Ability to work under pressure and deal with unforeseen and urgent demands		X	
Training			
Managing contracts and strategic commissioning		X	
MS Office		X	
Project Management Skills		X	
Risk Management / Health & Safety		X	
Relevant project management software			X
Knowledge			
Understanding of planning and construction law and practice		X	
Property valuation and development appraisal		X	
Understanding of property law and practice			X
Knowledge of the Rother area			X
Knowledge of regeneration structures and funding			X
Good understanding of the 'due diligence' process and risk management		X	
Familiarity with technical specifications, contract tenders and briefing documents		X	

August 2024

Development Programme Manager – Terms of Reference

1. Purpose

The purpose of the Development Programme Manager (DPM) is to ensure delivery of the Council's Development Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board, setting and implementing appropriate strategies to achieve the target or required outcomes. The role will provide day-to-day oversight and management of the Development Programme, overseeing all aspects of delivery and reporting back to the Board.

Reporting to the Corporate Programme Board, the DPM represents the Developer for the Council's Development Programme.

2. Roles and Responsibilities

The DPM has responsibility for the day-to-day running of the Development Programme.

The DPM will:

- Work closely with the Development Finance Manager to ensure programme finances are reported and consolidated into a consistent reporting format; and to agree appropriate financial limits
- procure, coordinate and manage the Programme Delivery Team to realise and implement the Cabinet-approved Project Brief and Budget.
- share information as is necessary with the Corporate Programme Board to make informed decisions.
- include an objective assessment of alternative choices, decisions, their implications and, where appropriate, make recommendations for a specific decision or action.
- On receiving a decision or confirmation of strategic direction, prepare strategies to deliver that decision or direction.
- have delegated authority to make decisions, issue instructions and authorise expenditure within the scope of the approved Budget, Brief and Business Plan.
- act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Corporate Programme Board and Senior Leadership Team.
- shall always act in the best interests of the Development Programme.
- keep the Corporate Programme Board updated with progress, providing regular Project updates – delivered at Programme Board Meetings or otherwise by agreement.
- Where competing requirements arise, the DPM shall refer to the Programme Board to clarify the priority, setting out the implications for each requirement or course of action.
- Where appropriate, make a recommendation to the Programme Board for a certain decision or outcome based on their understanding and overall Project requirements.
- produce and implement strategies to achieve the Council's overarching requirements and decisions as communicated to it by the Programme Board. This will include briefing the relevant department, consultant or party in relation to

individual projects and subsequently delegating responsibility to them to implement the Brief.

- Monitor any opportunities or new projects, ensuring appropriate resource and capability to deliver and ensuring that these are forecasted including the impact on Capital Programme

3. Delegated Responsibility

The Corporate Programme Board delegates responsibility for all aspects of the day-to-day operation and running of the programme to the DPM.

The Interim DPM will prepare update reports and seek Cabinet approvals for all Projects within the Development Programme, giving approval of Budget, Business Case and Brief. The Development Programme must thereafter operate within this framework including any subsequent Cabinet approvals.

The DPM will prepare and keep updated the following in relation to the Programme:

- Schedule, in gantt-chart format, showing all projects and the key stages thereto
- Risk Register
- Resource Schedule
- Matrix, recording key personnel and responsibilities

These shall form the basis for periodic reporting to the Corporate Programme Board.

Decision-making

The DPM can make the following decisions (all so long as within the approved parameters):

- Placing orders (within CSOs)
- Design and operational decisions which implement the approved parameters
- Preparation of Project Briefs for approval