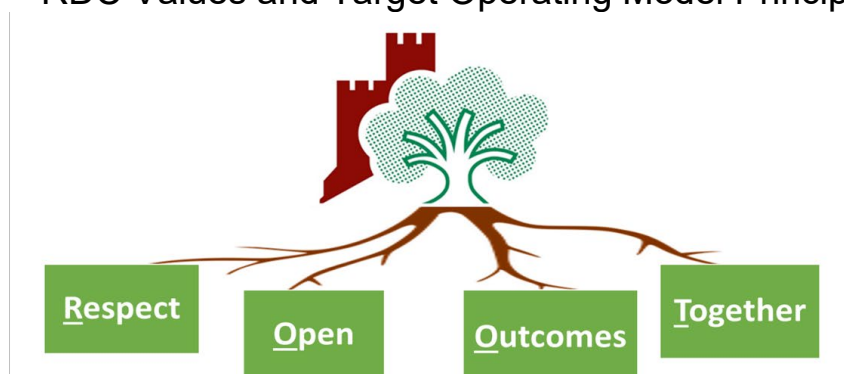


JOB DESCRIPTION



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 (151 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)
- **Focussed 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	To ensure the Programme is properly managed and reported including preparing and maintaining: <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 Finance Partners 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

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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
Outcomes	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
Together	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 or relevant experience		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 in either the public or private sector		X	
Experience of procuring and managing internal and outsourced professional teams & contractors		X	
Skills and Abilities			
Effective business and project planning, and the ability to work under pressure and deal with unforeseen and urgent demands		X	
Ability to communicate and influence at a senior level		X	
Performance, Budget and Time management skills		X	
Intelligence gathering and data analysis			X
Excellent negotiation and influencing and presentation skills		X	
Ability to lead strategically on a wide-ranging projects and co-ordinate a multi-discipline team		X	
IT literate, expertise in Microsoft office package.		X	
Training			
Managing contracts and strategic commissioning		X	
Project Management Skills, 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 regeneration structures and funding or private sector equivalent			X
Good understanding of the 'due diligence' process and risk management		X	
Familiarity with technical specifications, contract tenders and briefing documents		X	

August 2024