

TERMS OF REFERENCE

ROLE: STRATEGIC CAPITAL PROGRAMME LEAD

Reports To: Chief Executive

Appointed By: RDC

Key Responsibilities

The Capital Programme Strategic Lead has day-to-day responsibility for the implementation, delivery and operation of the Council's entire Capital Programme. The Senior Responsible Officer (SRO) role for the De La Warr Pavillion (DLWP) and Heart of Sidley (HoS) schemes will require overall accountability for that specific Programme, the Programme Manager leads and manages on a day-to-day basis, reporting to the Levelling Up Fund (LUF) Board as required.

Key responsibilities include:

- Oversight and leadership of the Corporate Development Team (CDT);
- To develop and embed new governance structures and procedures for the CDT and wider capital programme;
- To provide oversight and strategic leadership advice and support in respect of the Council's capital programme and more specifically;
 - To act as the Senior Responsible Officer (SRO) in relation to the DLWP and HoS schemes;
 - To support with the delivery of the Council's Levelling Up Partnership (LUP) projects;
- To produce reports to support the above as required;
- To ensure production of baseline project plans (schedules);
- To ensure effective stakeholder management;
- To establish effective risk management controls and mitigations;
- To ensure effective reporting and monitoring;
- To provide mentoring and knowledge sharing with wider team and colleagues; and
- To liaise with contractors, external stakeholders, Members and external auditors as required.

PERSON SPECIFICATION

Given the nature of the role we are able to consider candidates from a wide range of backgrounds. However, candidates should clearly demonstrate the following through their CV and Personal Statement:

- Strong evidence of capability and experience managing and delivering complex, high value, politically sensitive capital programmes and schemes within a Local Authority context;
- Experience of working with Senior Leadership Teams, Members and external stakeholders;
- Ability to ensure the Council has a full understanding of the financial impact of proposed capital projects and their potential wider impact on the capital programme;
- Significant experience of risks management and mitigations as they relate to the Council's capital programme and potential impact on the revenue budget;
- Significant experience of external grant reporting regimes and requirements, including bids, awards, claim/ drawdown and administration;
- Conversant with Public Sector procurement rules and practical implementation;
- Well evidenced ability to manage multiple internal and external stakeholders;
- Well evidenced ability to draw out and balance competing viewpoints, priorities and objectives in a project environment;
- Significant report writing and communication skills;
- Experience of working with finance teams and internal/external auditors;

- Relevant experience of Local Government capital financing requirements, including year-end processes;
- Leadership, initiative, problem solving and change management skills and abilities; and
- A proactive, hands-on approach with the ability to engage at both a detailed and strategic level as required.

RDC will consider each CV on its own merits and has not set any specific qualification requirements. It is generally expected that candidates will be educated to degree level in an appropriate topic and be a chartered member of a relevant financial organisation (such as CIPFA etc).