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| **Project Manager****SALARY GRADE: HBC8** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| To support departmental Managers in delivering the Council’s regeneration programmes in accordance with the Community & Greenspaces Priorities such as replacement CCTV, Stadium Improvements and Brookvale Recreation Centre. To contribute to the management of existing and future programmes within these areas. To work as an integral part of multi-disciplinary project teams in these areas; providing specialist professional input to support the delivery of multi-agency led regeneration programmes and projects. More specific responsibilities include:1. To take a key role in the development, co-ordination and monitoring of capital development projects which are integral to the regeneration activities within the Community & Greenspaces Department boroughwide objectives.
2. To manage and take direct responsibility for appropriate projects, principally ‘Key Projects’ as part of the development and implementation of the Council’s Capital Programme.
3. Organise and develop public consultation exercises for the Programme and Action Plan projects. To advise and work with the Regeneration Partners and Halton Strategic Partnership in such consultations with the public.
4. To liaise closely and maintain a dialogue with all partners and funding agencies involved in the Capital Projects of the Borough.
5. To co-ordinate activity within the Council and liaise with key Partners to deliver the implementation of respective programmes.
6. To work with the External Funding Team to prepare, submit and negotiate funding applications, planning applications, to the relevant funding providers. This will include private sector investment
7. To contribute to the effective monitoring and evaluation of programmes and projects.
8. To contribute to the development of appropriate policies and strategies as appropriate.
9. To be responsible for the supervision of such staff as may be required for project development.
10. To assist as and when necessary, in the department’s administrative arrangements and to maintain a comprehensive records system.
11. To take the lead on providing and or obtaining specialist advice on regeneration themes e.g. Housing, Industrial Property, Land Remediation.
12. To report to and advise the Council’s Executive Board, PPBs and Steering Groups committees as may be necessary on programme and project matters.
13. To lead on the preparation of agendas and papers for respective regeneration steering groups.
14. To represent the Community & Greenspaces Heads of Service and Director as and when necessary.
15. To provide advice and support to implementation bodies to ensure that the programme’s objectives and targets are met.
16. To undertake any other duties as may be required from time to time, which are commensurate with the grade of the post.
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| About You |
| * Relevant Degree or equivalent
* Have an extensive experience of project management and implementation of physical regeneration programmes and projects.
* Have experience of, and involvement in, the implementation of regeneration initiatives.
* Knowledge of the mechanisms and objectives of regeneration programmes and an understanding of general regeneration issues.
* Knowledge of regeneration funding mechanisms, and a familiarity with application procedures.
* Be able to demonstrate good negotiating skills and show how these have been successful in the regeneration area.
* Have the ability to work flexibly as part of a small team, working to tight deadlines
* Be able to demonstrate excellent organisational abilities, coupled with a high level of self-motivation and enthusiasm.
* Have excellent oral and written communication skills.
* Be computer literate and able to demonstrate an ability to use Microsoft Office and Project Management software.
* An ability to drive a car.

In addition, you will have:* Plenty of enthusiasm and drive is needed to carry out the work involved in this post.
* Be able to represent the Council at various forums including programme management boards.
* Be prepared to accept the extreme demands of the Urban Regeneration programme with drive and enthusiasm.
* Show commitment to a partnership approach in delivering complex solutions addressing community needs

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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