

**JOB DESCRIPTION**

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| **TITLE OF POST:** | | **NORTHERN GATEWAY PROJECT MANAGER** | | | |  |
| **SALARY RANGE:** | | £30,000 - £42,500 (salary dependent on experience) | | | |  |
| **HOURS OF WORK:** | | Full Time – 37 hours per week | | | |  |
| **LEAVE ENTITLEMENT:** | | 26 days per annum | | | |  |
| **RESPONSIBLE TO:** | | RDA Operations Director | | | |  |

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|  | **PURPOSE OF JOB**  To provide programme and project management support for the effective development, delivery and implementation of the Northern Gateway Project. | | |  | |
|  | **PRINCIPAL DUTIES**  **A: Project Management** | | |  | |
|  |  | 1. To assist with the development and implementation of the Northern Gateway Project including individual development projects and initiatives and their integration and co-ordination within wider regeneration strategies across the two boroughs. 2. To assist with the development and undertaking of consultation exercises and events. 3. To develop and maintain effective working relationships with developers, stakeholders and partners. 4. To prepare information and reports necessary for appropriate internal meetings, partnership working groups, etc. 5. To prepare procurement documentation relating to contractors and consultants required to deliver the projects allocated to the post-holder. 6. Help to create and execute project work plans and revisions as appropriate to meet changing needs and requirements. 7. Effectively apply RDA project management methodology (Project Management System) and ensure agreed project management standards are met. 8. Identify and carefully evaluate risks associated with the delivery of projects and seek to mitigate the exposure of RDA to these risks. 9. Ensure project documents are complete, current and stored appropriately. 10. To undertake other duties as required by the Chief Executive, Operations Director or Programme Manager in general conformity with the above. 11. Provide update reports and reports on progress measured against the project business case. 12. Prepare evaluation reports for projects allocated to the post holder. | | |  |
|  |  | **B: Project budgets & accounting**   1. Monitor project budgets, determining that appropriate capital and revenue resources are available for the delivery of the project. 2. Help to prepare and submit budget proposals and budget monitoring forms and recommend subsequent budget changes, where necessary. 3. Assist with the analysis of project deliverability, viability, revenue and capital margins, and costs & income against budget.   **C**: **Project Development**   1. Assist in the development of reports to committees, business cases and Project Initiation Documents for the projects in development and pipeline projects. 2. Assist in the preparation of applications for external and partnership funding.   **D: Communication**   1. Develop project plans and associated communication documents in liaison with RDA and Council communication colleagues. 2. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. 3. Liaise with project stakeholders on an ongoing basis. 4. Effectively communicate relevant project information to the Programme Manager and senior management team, when required. 5. Deliver engaging, informative, well-organised presentations. 6. Resolve and/or escalate issues in a timely fashion. | | |  |
|  |  | **E: Team working** | | |  |
|  |  | 1. Work as part of a team defining project scope, goals and deliverables that support business objectives in collaboration with the Programme Manager and senior management. | | |  |
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|  |  | 1. Identify opportunities for improvement and make constructive suggestions for change. | | |  |
|  |  | 1. Contribute to the process of innovative change effectively. | | |  |
|  |  | 1. Continue to seek improvement of professional skills. | | |  |
|  |  | **F: Client Management** | | |  |
|  |  | 1. Effectively manage day to day client/partner interaction. | | |  |
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