

Role Profile

Part A - Grade & Structure Information

Job Family Code	13RT	Role Title	Senior Development Manager
Grade	PS13	Reports to (role title)	AD Capital Projects
		Directorate	Resources
JE Band	614-734	Service / Department	Land and Property
		Date Role Profile was created	6th April 2020

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend

Role Purpose including key outputs	To lead, support and deliver the development of projects from inception through to procurement, working closely with colleagues within the relevant Service team, as well as Land & Property, Procurement, and Legal functions, in particular. The postholder will help to identify options for meeting key Service objectives through the creation, refurbishment and/or repurposing of capital assets. They will assist to scope the service requirements, risk profile and resource needs for options, and lead on the technical assessment of the same. They will identify the technical disciplines required to ensure the successful delivery of the project, and oversee procurement of the same. They will lead on the development of a capital budget, and the options for procurement, in cooperation with Contract Managers and the Assistant Director - Project Delivery They will lead the process of gaining appropriate governance approvals for the selected option, and engaging with planners (where appropriate) at the relevant stage in the project's development.
Work Context	The Project Delivery team, with the Land & Property function, is responsible for developing and realising the Council's ambitious capital programme, with c. £500m of investment proposed in the next 5 years. The post holder will need to work with colleagues across the Land & Property Team and the wider Council. Staff will be expected to operate in a flexible way to meet the needs of our customers and work demands, using agile working methods that allow business to be conducted from multiple locations.
Line management responsibility	Manages a small multidisciplinary team, mainly consisting of external consultants
Budget responsibility	The postholder will be responsible for taking individual projects, in the range of c. £500k to £30m, from inception through to planning
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p><i>Values to uphold: the values and behaviours of the organisation</i></p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent professional qualification plus a relevant technical qualification or equivalent experience in the specialist area. • Membership of an appropriate professional body may be required. • Substantial experience working at a senior level in a relevant role. • Authoritative knowledge of the legislation, regulations and technical requirements relevant to the role. • Proven ability to manage budgets and resources. • Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives. • Comprehensive knowledge of computerised business systems. • Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills. • Proven ability to work collaboratively with internal and external partners/professionals. • Advanced problem solving and analytical skills with the capacity to devise and implement practical and creative solutions. • Proven ability to assess risks and benefits in a complex environment and respond appropriately.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Corporate or full professional institution membership in a relevant discipline or significant proven experience in a similar project delivery role.
Role Summary	Roles at this level involve significant coordination of multidisciplinary teams, typically engaging with a range of practices, as well as internal stakeholders and delivery partners. They will manage a professionally qualified design team to develop major projects from inception, through options appraisal, through to business case approval, via the relevant governance procedures. They have a key role in ensuring projects meet service requirements, and are delivered in line with SCC procurement and finance procedures, as well as meeting statutory requirements and demonstrating best industry practice. The post holder will have the gravitas to negotiate options to meet service requirements with internal teams, lead the development of innovative options, and assist in identifying the appropriate solutions.

To be completed by JE Coordinator	
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