



Coventry City Council

## Job Description

<b>Job Title:</b>	Project Development Manager	<b>Job Number:</b>	
<b>Directorate:</b>	Business, Investment & Culture	<b>Post Number:</b>	1036290 / 1036292
<b>Service:</b>	Economic Development Service	<b>Grade:</b>	8
<b>Location:</b>	One Friargate		

### Job Purpose:

1. To provide effective project management for major projects run by the Council's Economic Development Service, ensuring they are completed on time, achieve value for money, and meet the requirements of external funders.
2. To co-ordinate external partners and internal colleagues working on projects, gathering information required to meet external funders' requirements for payment of grant funding.
3. To develop new projects for the Economic Development Service, including associated funding applications, and seeking new opportunities for the service by monitoring Government initiatives and policies.

### Main Duties and Responsibilities:

As a member of the Economic Development Service:

- Facilitate Project Board meetings etc. and produce associated progress reports, financial reports, risk registers.
- Advise the Economic Development Leadership Team on the progress of projects and associated risks.
- Work with Council services such as Finance, Procurement, Legal, Property Management, and with external consultants where appropriate to ensure that projects get the specialist support they need.
- Collect financial data and working with Finance to ensure that projects are handled appropriately within the Council's financial systems and accounts.
- Co-ordinate the submission of claims to external funders.
- Ensure that projects are completed on time; within budget; at the appropriate quality; and in accordance with the requirements and expectations of the Council and external funders.

- Prepare and maintain a programme for delivery of the project and review at key stages.
- Act as the focal point and 'driver' for the projects allocated.
- Report to stakeholders on projects at agreed intervals including progress against programme, costs, cash flows and cost effect of approved variations to the project.
- Monitor the performance of consultants and contractors and provide reports for assessment for future projects.
- Co-ordinate project completion reviews and report and identify areas for improvement.
- Liaise with, support, advise and assist other members of the Economic Development Service to assist the continuous improvement of the service.
- Research new Government policies, and the opportunities that these present for developing new projects that will help the Economic Development Service achieve its aims.
- Develop new projects by working with other Council Services and external partners, including associated bids for external funding.
- Carry out such other duties as may reasonably be required or assigned by the Head of Economic Development and the Economic Development Service Leadership Team.
- Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Business Development Manager

**Date Reviewed:** January 2018

**Date Updated:** September 2020



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	• Detailed understanding of external funding regimes and processes.
	• Detailed knowledge of local, regional and national economic development policies.
	• Working knowledge of project management and risk management techniques.
	• Understanding of equality, diversity and inclusion issues.

<b>Skills and Abilities:</b>	• Good written and oral communication skills.
	• Ability to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public.
	• An ability to maintain high standards in pressure situations.
	• Effective leadership, management and interpersonal skills.
	• Ability to manage complex projects to time, to budget and to a high quality.
	• Ability to work as an integral member of a team.
	• Be well versed in the use of IT and be able to utilise a wide variety of software packages such as Microsoft Office, MS Project, PowerProject, etc.

<b>Experience:</b>	• Project management experience
	• Demonstrate experience of managing and co-ordinating a wide range and large number of complex projects and working to tight deadlines.
	• Experience of working in a multi-disciplinary environment, eg. a local government organisation, or another organisation delivering complex economic development projects.
	• Experience of working on externally funded projects.
	• Experience of facilitating complex partnerships.

<b>Educational:</b>	• Educated to degree standard or able to demonstrate substantial equivalent experience in a relevant discipline.
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Evidence of structured continuing professional development, as well as IT, management and organisational ability.</li><li>• Willingness to attend meetings, etc. outside normal working hours.</li></ul>
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**Date Reviewed:** January 2018

**Date Updated:** September 2020