



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Programme Manager (Economy)

Grade: MGB

DIVISION/SECTION: Sustainable Communities

Location: Merton Civic Centre

Responsible to: Future Merton Manager

Responsible for: Leading the development and implementation of social and economic regeneration and inward investment strategy and associated projects/initiatives. Managing responsibility for 5+ roles

Post number:

Date: May 2015

MAIN PURPOSE

1. To be the lead officer responsible for the development of the economic development strategy and projects, together with the development of a coherent approach to inward investment in the Borough.

RESPONSIBILITIES

1. To provide comprehensive economic and social regeneration projects within the Department in line with the Council's vision and strategic objectives.
2. To ensure that economic and social regeneration projects are developed to meet the needs of clients, service users and the community through close engagement with them.

3. Ensure that the Section develops and maintains good working relationships with the GLA, Government Departments, other Boroughs and the local community, and ensure that these inputs benefit the Council.
4. To build working relationships with relevant areas of the private sector, including the business community and training providers..
5. To lead activities on behalf of the Council, representing the Council in negotiations with the business community, managing the preparation of activities that support residents and businesses.
6. To carry out consultation on proposals relating to economic and social Regeneration and ensure that stakeholders have the opportunity to participate in and inform service delivery and service development.
7. To develop an inward investment strategy focused on the key sectors identified in the Council's Economic Development Strategy and to actively market and promote Merton as an investment location to the relevant subregional and national agencies, as well as specific sector forums
8. To identify potential external funding sources and to develop bids for capital and revenue resources as appropriate.
9. To have overall responsibility for the management of Vestry Hall and to ensure good working relationships with the voluntary groups based within it.
10. To participate in the preparation of the futureMerton Team's annual Business Plan and within it to assign robust and measurable performance targets for both sections and individuals.
11. To manage and motivate the managers and staff within the Team, ensuring the achievement of the Economic Development Strategy, Employment and Skills Action Plan and the Inward Investment and Business Retention Strategy objectives and priorities.
12. To effectively manage and report on the revenue budget assigned to the Economy Team.
13. To contribute to the management of the Division and to deputise for the Future Merton Project Manager in their absence as required.
14. To lead or participate in Divisional, Departmental or Corporate initiatives as required. Including contributing to the Community Plan, Health and Well Being Strategy, Child Poverty Action Plan, Neighbourhood Renewal Strategy and other associated plans across the Council and the Merton Partnership.

15. To ensure that any/all statutory duties/requirements that fall within the remit of the Team are managed and discharged in a timely and effective manner.
16. To ensure the quality and timeliness of reports to Cabinet, Cabinet Members, Scrutiny Panels and other consultative forums, and lead on behalf of the Department at these meetings.
17. Manage tendering and contract procedures for the service area; advise on and agree the appointment of consultants carrying out studies and projects;
18. Carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care policies and practices and take a proactive role in their development and implementation.
19. Appoint staff and ensure effective monitoring of staff performance, including carrying out staff appraisals and identifying staff learning and development needs.
20. Ensure that all staff reporting to the Post Holder are aware of their Corporate and Departmental Health and Safety Policies and procedures and are trained in their implementation as necessary: monitor the implementation of Health and Safety Policies and to report any shortfalls identified through experience of their operation to the Future Merton Project Manager.
21. To carry out any other duties appropriate as required by the Future Merton Project Manager.

ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE

The post holder is expected to be committed to the council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

OTHER REQUIREMENTS

Health & Safety

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any

concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the council's Equal Opportunities Policy: to understand it and to adhere to it.

Customer Care

To assist in ensuring that the council's aims and objectives relating to customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
PERSON SPECIFICATION

POST TITLE: PROGRAMME MANAGER, REGENERATION, INVESTMENT AND RENEWAL

Post No:

Grade: MGB

Date: May 2015

Skills and Abilities

1. A proven ability to successfully develop and deliver significant regeneration projects and programmes (social, economic or other).
2. A demonstrable ability to innovate and to provide new perspectives and solutions in the broader regeneration field.
3. To build productive and effective partnerships with key stakeholders as well as leaders of other public, private, voluntary sector and community organisations
4. To organise the effective delivery of social and economic regeneration and other projects to best meet the Council's objectives, irrespective of competing short-term demands
5. Highly effective project management skills
6. Apply value for money principles to ensure the most cost effective outcomes are achieved within limited resources

7. To be able to communicate effectively and be wholly credible with elected Members and other public and private partners and stakeholders.
8. Strong interpersonal skills to maintain effective relationships with colleagues at all levels

Knowledge and Experience

1. Evidence of a clear understanding of sustainable communities and how they should be supported.
2. Experience of developing and successfully implementing regeneration, inward investment and/or urban renewal strategies and programmes at a local, sub regional or national level.
3. Evidence of working in a similar environment with a strong understanding and commitment to delivering high quality social and economic environments including regenerated town centres and industrial estates and to increasing the local residents' participation in employment
4. Broad knowledge of the policies and legislative framework across Regeneration, Economic Development, Housing and Planning and the political processes required to deliver the services.
5. Knowledge of external funding opportunities and evidence of successful bidding for such sources of funding.
6. Thorough understanding of the physical development process (including site assembly and the use of CPOs) and of the range of associated disciplines whose engagement is required in the development management process
7. Strong understanding of economic development and inward investment strategies and programmes
8. Experience of participation in corporate decision making
9. A sound grasp of service/business planning.
10. Experience of managing, motivating and developing a diverse staff team and involving staff in the effective management of change
11. Solid experience of managing financial and human resources.
12. Well developed analytical skills and proven experience of performance management systems and of evaluating and achieving service quality
13. A demonstrated commitment to the principles of equality of opportunity and a comprehensive understanding of the ways in which those principles can be reflected in service delivery and the workforce.

14. Experience at a senior level managing regeneration related activities.