



Job Role: Economic Growth Project Manager

Job Family: Senior Technical Advisor

Broadland District Council and South Norfolk Council

Purpose

The Economic Growth team has a broad remit which includes business engagement and support, market town initiatives, sector support (including tourism and agri-food), inward and council-led investment, community asset development and management, strategic and affordable housing, green infrastructure, skills and training and capital project development and delivery.

This role will support the Programme Manager to ensure the teams' complex and wide-ranging work programme is being delivered to the highest standards achievable.

Key accountabilities

- Support the Programme Manager in the coordination, management and delivery of a range of projects.
- Develop and monitor project plans ensuring they have the appropriate project, financial and governance arrangements in place.
- Assess, monitor and manage project risks, issues, dependencies and assumptions using appropriate methodology.
- Ensure the governance, monitoring and reporting requirements for projects are being met, and prepare reports etc. as required.
- Provide relevant support to colleagues across the Economic Growth team who have responsibility for the management/delivery of projects (i.e. indirect project management support).
- Work with internal and external stakeholders and partners in the delivery of projects, representing the Councils as required.
- Proactively identify opportunities and implement improvements to internal project management systems.



Generic skills, knowledge and experience

- Undertake **problem-solving** duties on complex technical activities.
- **Responsibility** - work under broad direction, being responsible for own work and/or others in a supervisory role.
- **Technical advisory** duties involving significant resources.
- **Good communications** skills including occasional presentation to stakeholders such as corporate managers, Members, Committee/Panels or other key external bodies.

Role specific skills, knowledge and experience

- Educated to degree standard or relevant experience in an economic development environment, or similar.
- Qualified Prince 2 (or similar) project manager, or equivalent experience
- Working knowledge and understanding of current economic development trends and policies at a national, regional and local level
- Demonstrated experience of successfully managing multiple complex projects including those in partnership with external organisations.
- Demonstrated experience of working collaboratively with external and internal stakeholders.
- Working knowledge of local government project governance requirements, or the demonstrated ability to rapidly acquire and use this knowledge.
- Ability to work collaboratively with other departments to reconcile difficult situations, negotiate solutions and achieve a holistic council approach to achieving economic growth.
- 31-45% of this role's time will be spend on external communication.

Date: 21 May 2021