

## JOB DESCRIPTION



## Policy &amp; Commissioning Service

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**Post Title:** Programme Manager (Nelson Long Term Town Plan)

**Post Hours:** 37 hours per week

**Grade:** PO 2- 5

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**Responsible to:** Policy and Programme Manager

**Responsible for:** Community Development Officer

**Main contact associated with principal duties:**

- Elected members, Directors and senior staff of Pendle Borough Council
  - Staff in the Council's service areas
  - Public bodies and partnerships, particularly the Nelson Long Term Town Plan Board
  - Community, Voluntary and Faith Sector
  - Local businesses
  - Members of the Public
  - Central Government Departments
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**Job Purpose:**

To provide thematic programme support to the Council and Senior Managers as directed, to support Pendle Borough Council's Corporate Priorities. The main focus will be on the Nelson Long Term Town Plan programme.

To use innovation, creativity and collaboration to achieve great outcomes for communities through effective partnership working.

To undertake research and analysis to support this function, on a wide range of issues.

To support the promotion of local initiatives and co-ordinate and develop bids for resources.

To foster good working relationships with our partners, including local voluntary, community and faith groups.

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**Control of Resources:**

Responsible for procurement of services, managing capital and revenue budgets (particularly the £20m fund for Nelson Long Term Town Plan programme), monitoring project expenditure and subsidy control requirements.

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## **Main duties and responsibilities**

1. To manage the Nelson Long Term Town Plan programme, associated Board, projects and their budgets in accordance with the Investment Plan, business case and Assurance Framework.
2. To liaise with representatives of Community, Voluntary and Faith groups and organisations as necessary, in particular to help develop community capacity.
3. To establish, manage, and monitor appropriate governance arrangements for the programme and projects and report to the relevant Board(s) and bodies in respect of risks and issues, budgets, outputs and outcomes.
4. To submit the required monitoring information to Government in respect of the programme.
5. To develop and work with others to implement creative approaches to deal with a range of issues affecting the Borough, including joint initiatives and joint working.
6. To continually review, develop and improve systems and services to meet local needs, and to support the LTTTP Board in evaluating performance and communicating lessons learned.
7. To use a variety of methods, including digital, to keep local residents and partner organisations engaged and informed about developments in their area.
8. To identify and prepare bids for funding.
9. To adopt and foster an innovative problem solving approach to deliver solutions to issues and problems and monitor progress and implementation.
10. To actively participate in corporate /multi-agency working groups and projects and foster creative engagement approaches.
11. To gather the necessary research and intelligence to inform decision making.
12. To deputise for the Policy and Programme Manager as necessary.
13. To be aware of your responsibilities under legislation relating to equalities, safeguarding and other key duties, together with the objectives and targets required in the Corporate Plan.
14. To fulfil personal requirements regarding the Council's policies and procedures, including health and safety.
15. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

## PERSON SPECIFICATION

### PROGRAMME MANAGER

| Selection Criteria                                                                                                                                                                                                                                                                                                                                                                                                                          | Essential Or Desirable | Assessment Method                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|
| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                                    |
| 1. A degree or recognised Programme and/or Project Management qualification and/or a track record of relevant experience.                                                                                                                                                                                                                                                                                                                   | Essential              | Application Interview Certificate  |
| 2. A current full driving licence.                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable              | Application Interview Certificate  |
| <b>Knowledge, skills, abilities and experience</b>                                                                                                                                                                                                                                                                                                                                                                                          |                        |                                    |
| 3. Experience of managing staff                                                                                                                                                                                                                                                                                                                                                                                                             | Essential              | Application Interview              |
| 4. Knowledge of current public sector policy developments and the impact on local government.                                                                                                                                                                                                                                                                                                                                               | Essential              | Application Interview              |
| 5. Good relevant experience of one or more of the following programme areas: <ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Arts and Culture</li> <li>• Children, young people and families</li> <li>• Climate Change</li> <li>• Community Cohesion</li> <li>• Community Safety</li> <li>• Economic Development</li> <li>• Health and Wellbeing</li> <li>• Housing</li> <li>• Safeguarding and Prevent</li> </ul> | Essential              | Application Interview              |
| 6. Experience of facilitation of multi-agency working, including development of plans, targets and joint outcomes.                                                                                                                                                                                                                                                                                                                          | Essential              | Application Interview              |
| 7. Ability to use innovation, creativity and collaboration to achieve great outcomes for communities through effective partnership working.                                                                                                                                                                                                                                                                                                 | Essential              | Application Interview              |
| 8. Experience of programme and project planning, co-ordinating information, resource and budget management within a programme and project environment.                                                                                                                                                                                                                                                                                      | Essential              | Application Interview Presentation |

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| 9. Skills in researching and investigating information, and the ability to draw on these perspectives to influence work.         | Essential | Application Interview |
| 10. Excellent oral and written communication skills with the ability to draft well-structured reports and deliver presentations. | Essential | Application Interview |
| 11. A level of political awareness                                                                                               | Desirable | Application Interview |
| <b>Special Requirements</b>                                                                                                      |           |                       |
| 12. Commitment to working towards the Council's equality objectives.                                                             | Essential | Application Interview |
| 13. Willingness to undertake occasional out-of-hours working.                                                                    | Essential | Application Interview |

Date: January 2025