**Job Description**

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| Job Title: Consents Project Manager |
| POSCODE: CCC2464 |
| Grade: P2 |

**Overall purpose of the job**

To develop and manage major development projects, instilling project management best practice to ensure the key delivery of Nationally Significant Infrastructure Projects (NSIPs) and Transport and Works Act orders (TWAOs) (Consents) within Cambridgeshire and neighbouring authority areas.

The role will require working across the Place and Sustainability directorate to coordinate with key internal and external stakeholders, including extensive liaison with developers, their consultants and agents, and relevant external partners. The postholder is required to liaise with all parties, coordinate the Council’s responses to proposals, assess impacts, and undertake risk management, to support the delivery of effective, sustainable infrastructure and growth within the county that contributes to successful communities.

**Main accountabilities**

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|  | **Project Management**  To co-ordinate and liaise with the County Council’s technical experts, overseeing their input into the pre-application, application, examination, and construction and implementation stages of, Nationally Significant Infrastructure Projects (NSIPs), and Transport and Works Act Orders (TWAOs)  To provide project management support to Consents schemes, including programme plans, resource scheduling, issue logs, risk logs, and lessons learnt logs. To ensure appropriate governance arrangements are followed and in place. |
|  | **Communication and Information Management**  Establish and manage protocols for the interaction between the Consents Team, specialist internal officers, and key external partners. To manage the collation of, and assist in the analysis of, Relevant Representations, Written Representations and Local Impact Reports and other information, identifying issues raised in submissions and preparing appropriate reports as directed.  Ensure that communication and engagement between the County Council and partners including ‘host’ planning authority officers is effective and appropriate, to provide timely responses to the Consents processes. Act as a primary contact for partner stakeholders.  Prepare an effective communication plan that enables the public, partners, and stakeholders to be informed and briefed. |
|  | **Financial Development**  Contribute to income generation - promoting, negotiating, and overseeing Planning Performance Agreements with developers.  Build and maintain effective external partnerships to achieve cost-effective, joined-up working, as well as securing community benefit opportunities for our communities. |
|  | **Senior Management and Member Engagement and Briefing**  To support the Executive Director and Service Director in providing managed communications in relation to each of the nominated projects, in particular the interface with elected Members.  To assist the Executive Director and Service Director in providing timely briefings and advice for Committees, Committee Chairs and local members. Report to committee as required, adhering to relevant committee deadlines and coordinating associated documentation. |
|  | **Risk Management**  To feed into the Consent Programme risk register, to ensure that effective risk management is undertaken and maintained for the whole programme of activity for the projects that fall within the remit of the postholder. |
|  | **Equality, Diversity, Inclusion and Belonging**  Demonstrate an awareness and understanding of equality, diversity and inclusion. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to degree level or equivalent |  | Essential |
| Holds a recognised Project Management qualification | e.g. Prince2 or Agile | Desirable |
| Holds, or working towards a Planning qualification or recognised professional qualification in the business areas | Nationally recognised qualification in Planning Enforcement or Town Planner Eligible for MRTPI | Desirable |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Understanding of project management best practice, either on a formal or informal basis | Knowledge of project management tools and how to utilise them to achieve strategic aims and required outcomes in a multidisciplinary context. | Essential |
| Understanding of NSIPs and TWAOs | Understanding of NSIPs and TWAOs processes and key planning legislation. | Essential |
| Understanding of land use and transport planning issues | Understanding of land use and transport planning issues; including knowledge of legislation and practices in land use and transport planning and experience of working on major developments and infrastructure projects. | Desirable |
| **Skills** |  |  |
| Ability to analyse and develop innovative, creative and effective solutions to problems | Ability to identify project pressures and key issues in order to devise strategic solutions to resolve those pressures. | Essential |
| Excellent interpersonal, listening and communication skills, including negotiating, influencing and challenging | Ability to work constructively with public and private sector organisations, partners and the public, including the Combined Authority and City / District Councils. Good written, oral communication and interpersonal skills to ensure communication with all partners is clear and timely, and that Council requirements are met. | Essential |
| Ability to translate, implement and disseminate information | Able to write in different styles to suit the audience (e.g. report writing, communications plans and presentations etc.). | Essential |
| Ability to prioritise, manage own workload, be flexible, work under pressure and to deadlines | Managing work between services and across services. | Essential |
| Proactive approach to change management | Implementing changes across and within services in Place and Sustainability. | Essential |
| Group facilitation skills e.g. chairing meetings | Ability to lead and contribute at key meetings. | Essential |
| Planning and organisational skills to demonstrate a risk management approach | The ability to plan and implement risk management techniques on a programme wide basis, employing relevant project management IT applications where appropriate. | Desirable |
| **Experience** |  |  |
| Project Management | Experience of project management, reporting and delivery. Extensive experience of leading and managing natural and historic environment, or transport related projects | Essential |
| Leadership | Experience of coordinating and developing teams of specialists and consultants to deliver services in a local authority environment. | Desirable |
| Communication and Reporting | Ability to communicate and report successfully in a political environment, including leading on the development of effective relationships with members and lead members of committees. | Essential |
| Stakeholder Management and Partnership Working | Experience of working collaboratively with key partners and stakeholders, both internal and external to the Council, to deliver effective services efficiently.    Working in a political environment, or on contentious projects that have involved Member engagement. | Essential |
| Financial and Risk Management | Experience of income generation, ideally in a local authority setting; ensuring that budgetary targets are met. Feed into risk monitoring and management processes in accordance with corporate guidelines in order to safeguard the Council’s interests. Report on risks on projects through to the Consents Team’s risk register. | Desirable |
| Working with Members & Communities | Experience of building positive working relationships with elected members and assisting them in the performance of their duties at service and ward level.  Experience of interacting with communities and securing community benefits. | Desirable |
| Equal opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |