

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## **Funding and Programmes Delivery Manager**

Economic Growth and Inward Investment, Communities and  
Opportunities Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West  
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We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

To ensure that the Council maximises opportunities and outcomes relating to economic growth and investment (including those associated with external funding) to deliver against the Council's Corporate Plan aiming to make West Northamptonshire a great place to live, work, visit and thrive.

To direct and manage the work of the Funding and Delivery team by providing an efficient and effective service area which contributes positively to the future economic growth of West Northants. This will include the delivery of the dedicated Employment Support Service, helping residents and employers to increase employment levels in the area, including skill levels and economic activity. It also includes the effective oversight and delivery of the £5.4M UKSPF and £1.3M Rural Prosperity Funds.

To support and assist the Head of Economic Growth & Inward Investment in the management of the resources to ensure efficient and effective service delivery, deliver service goals and achieve targets and to ensure the Council has an effective economic development strategy and lead on securing funding and producing a delivery programme.

## **Accountable to:**

This role is accountable to the Head of Economic Growth and Inward Investment, responsible for the direct line management of four staff. The role sits within Economic Growth and Inward Investment Service, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. To make a significant contribution to the development of the Council's economic development strategy, including establishing and interpreting evidence to inform strategy and policy and to lead on implementation of key elements of this strategy. Responsibility for the delivery of the economic development strategy will lie with the Head of Service and the three Managers within the service.
2. Ensure that the Council maximises opportunities to secure external funding through building effective partnerships with internal stakeholders and external organisations at local, regional and national levels to maximise the opportunities for investment in economic growth across West Northants. To build partnerships & delivery approaches with neighbouring councils to maximise access to regional money for the area.
3. To provide oversight and accountability for current funding streams managed within the department – including UKSPF and REPF. Ensuring funding is managed in line with funder requirements and audit requirements.
4. To proactively seek out appropriate funding streams, understand current government policy & funding programmes & to actively develop funding bids for any that are suitable to deliver quality outcomes to West Northants businesses and residents.

5. Ensure funding programmes are managed and monitored effectively to ensure outcomes are delivered in accordance with funding objectives and agreement targets to provide assurance and accountability to funders and partners.
6. To take direct responsibility for financial resources, contributing to departmental budget preparation, applying for funding grants, monitoring and controlling spend. Ensure that appropriate and effective budgetary controls and procedures are in place and adhered to.
7. To provide appropriate input to local regeneration projects and lead on economic development aspects.
8. Provide support to the Planning policy service in the development of an evidence base, its interpretation and formulation of planning policy to ensure this is consistent with the strategic objectives of the Economic Growth Strategy.
9. Engage with Planning to develop measures to improve the Council's performance on developer funding matters, including section 106 agreements, and the Community Infrastructure Levy to ensure this funding is targeted to meet the needs of the local economy and benefits the community
10. To manage the procurement and delivery of specialist consultancy advice when secured to support the delivery of inward investment and business growth.
11. Deputise for the Head of Economic Growth & Inward Investment, as required, including informal and formal council meetings, along with other senior staff where appropriate and necessary.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Excellent leadership, negotiation and influencing skills. This must include the ability to develop, support, empower and motivate a team with different professional backgrounds to achieve goals.	Essential	A, I
Political sensitivity and a demonstrable ability to recognise, influence and manage the communications consequences of sensitive	Essential	A
Ability to develop coherent strategies and programmes of work, including those involving external partners.	Essential	A, I
Ability to prioritise work to meet multiple tight and conflicting deadlines and work independently, making full and effective use of delegation.	Essential	A, I
Ability to develop and maintain good working relationships with a wide range partners, including internal and external stakeholders and develop a positive personal and organisational profile and build relationships to a very high level.	Essential	A, I
Clear understanding of the potential of IT to deliver better service outcomes, and good personal IT user skills including standard office software.	Essential	A
Excellent written and oral communication skills	Essential	A, I, P
Experience of advising senior management and elected members on initiatives and programmes of external funding	Essential	A
Experience of securing government funding through competitive bidding processes	Essential	A, I
Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A

Knowledge:	Essential / Desirable	Measured by
Detailed and specialist knowledge of the range of issues relating to current Government policy on economic development and the role of local government and local strategic partnerships.	Essential	A
Specialist knowledge of external funding programmes including through economic development, transport, digital and housing growth-related funding, including Levelling up, Growth Deals' and HM Government Comprehensive Spending Reviews	Essential	A, I
Detailed understanding of the economic, planning and funding environment on a local and national level, and how this fits with the Council's objectives	Essential	A, I
Knowledge of local authority process and structures in relation to economic development, regeneration and renewal, the legal and financial framework.	Desirable	A

Knowledge of funding regimes, budgetary processes and funding environment for local government.	Essential	A, I
Detailed knowledge of recognised project and programme management approaches and their uses in short, medium and long term projects.	Essential	A, I
Evidence of continued professional development.	Essential	A

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Significant experience of advising senior management and elected members on initiatives and programmes of external funding	Essential	A, I
Significant experience of managing large scale and complex projects and programmes – preferably in Economic Development	Essential	A, I, P
Demonstrable experience of commissioning and managing public and private sector funded major economic development initiatives	Essential	A, I
Experience of working collaboratively with a range of partners-preferably from across the public and private sector	Essential	A, I
Experience of supervising and recruiting staff and consultants	Essential	A, I
Experience of project and programme development and securing funding for project implementation	Essential	A
Experience of using structured approaches to project and programme management for short, medium and long-term projects.	Essential	A, D
Experience of securing government funding through competitive bidding processes	Desirable	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Member Institute of Economic Development - Appropriate professional institute or demonstrable alternative evidence of equivalent knowledge, experience and ongoing professional development in Economic Development & Inward Investment.	Essential	A, D
Honours degree or higher - Economic development, Urban & Regional Development, Planning, Regeneration or similar subject.	Essential	A, D
Evidence of continued professional, managerial and personal development	Essential	A, D
Prince2 Completion - Completion of the Prince2 foundation qualification	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include - *None***

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	PS09	<b>Worker type:</b>	Flexible Part-flexible
<b>Salary range:</b>	£46878 - £50071	<b>Budget responsibility:</b>	£2Million external funding
<b>People management responsibility:</b>	Four direct reports		

### Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

