



North
Northamptonshire
Council



Job description

Details of the job	
Post title:	Development and Projects Manager
Salary grade:	£45,441 - £48,474
Hours:	Full Time, 37 hours per week
Location:	Multiple Locations – Office at Chester House Estate
Reports to:	Head of Culture, Tourism and Heritage
Service area:	Culture, Tourism and Heritage

In September 2022, North Northamptonshire Council developed a new service 'Culture, Tourism and Heritage'. This new service has brought together departments across the council including Tourism delivery, theatres, events and heritage assets which now all sit within the Communities and Wellbeing Directorate.

North Northamptonshire Council has the vision:

'To create a new sustainable, efficient, and engaging heritage, cultural and tourism service that will shine a light on the outstanding assets we have within North Northamptonshire, whilst protecting and preserving heritage for future generations. Working with partners, we aim to improve and increase the tourism economy by developing infrastructure and introducing pioneering marketing strategies to attract inward investment and visitors.'

The Culture, Tourism and Heritage Service includes the following areas:

- The Chester House Estate (CHE)
- Corby Heritage Centre
- Cornerstone
- Northamptonshire Archaeological Resource Centre (ARC)
- North Northamptonshire Council Events
- Discover North Northamptonshire Hub
- Destination Nene Valley (DNV)
- The Greenway Project
- Theatre Contracts for the Corby Core Theatre, The Lighthouse Theatre and The Castle Theatre.

- Visitor Attraction / Park contracts for Stanwick Lakes, Twywell Hill and Dales
- Cultural, Heritage and Tourism Partnerships including with Made with Many, Love Corby, The Northamptonshire Heritage Forum, Northamptonshire Surprise, Rockingham Forest Trust and The Nene Rivers Trust.

We are seeking an experienced Project and Development Manager to lead and deliver capital projects across the diverse landscape of Culture, Tourism, and Heritage within North Northamptonshire. This role involves overseeing major operational sites, including heritage visitor attractions and museums, ensuring the successful execution of capital developments across all our locations.

The ideal candidate will be skilled in project delivery, planning and monitoring, with a strong financial acumen to forecast and manage spending across multiple projects. Strong stakeholder management is essential, as you will collaborate with contractors, design teams, funders and colleagues, holding everyone accountable to project goals. Additionally, this role involves securing grants and funding to enhance the region's tourism, cultural and heritage infrastructure. You will manage consultants and contractors, with a dotted line to the Business Operations Manager.

As a key member of the Service Leadership Team, you will oversee several capital projects in North Northamptonshire. You will tackle strategic development challenges, delivering large-scale projects while driving improvement plans across the service. Your expertise in project management will guide project teams to meet their objectives, lead the design, development and execution of projects and support stakeholders in creating robust business cases. You will also manage project documentation, ensuring a comprehensive monitoring framework for activities, outcomes and risk management.

This position may occasionally require additional tasks as reasonably requested. All employees are expected to maintain a commitment to a safe and positive working environment.

The role includes working on a flexible 5/7-day roster, covering weekends and bank holidays.

If you are adept at managing complex projects with a passion for cultural and heritage development, we invite you to apply.

Overall purpose of the post

1. Lead the delivery of the service capital programme, ensuring excellence in facilities while adhering to financial constraints.
2. Prepare, maintain and publish project plans and other documentation to project boards for transparency and accountability.
3. Oversee the entire lifecycle of capital projects, from feasibility studies to timely and budget-compliant completion, collaborating closely with project teams and construction partners.
4. Ensure all capital projects are executed to the highest standards, incorporating best sustainable practices and delivering value for money.
5. Manage the Projects Officer, providing guidance and support to ensure successful project outcomes.
6. Act as a deputy for the Head of Service, stepping in as needed to ensure continuity and effective management.
7. Develop and implement risk management strategies to identify, assess and mitigate potential project risks.
8. Foster strong relationships with stakeholders, ensuring effective communication and collaboration throughout the project lifecycle.
9. Continuously monitor project progress, implementing necessary adjustments to keep projects on track and within scope.

10. Promote innovation and continuous improvement within the project management process, seeking ways to enhance efficiency and effectiveness.
11. Ensure compliance with all relevant regulations, standards, and organisational policies throughout the project delivery process.
12. Lead efforts to secure grants and funding for future projects, enhancing the tourism, cultural and heritage infrastructure within North Northamptonshire.

Main accountabilities

1. Oversee the long-term delivery and development of the North Northamptonshire Greenway Project, managing contractors, funders, key stakeholders and a £12+ million funding allocation.
2. Manage the delivery and funding of projects at the Chester House Estate (£1.2 million), including constructing a restaurant, events space, restoring a historic greenhouse and building a 'phase 2' NLHF project.
3. Coordinate the Kettering Library Roof restoration and replacement (£4 million) in collaboration with the corporate capital projects team.
4. Oversee the upcoming Corby Heritage Centre rebuild project.
5. Lead upcoming heritage, culture and tourism capital projects across North Northamptonshire.
6. Serve as the key liaison and project manager with contractors, QS, Clerk of Works and designers.
7. Lead capital project procurement in alignment with NNC procurement guidelines.
8. Monitor and document project progress reports for funders and NNC governing boards.
9. Manage capital finances, track and forecast spending and oversee the spend approvals process within the council.
10. Identify funding opportunities by writing grants and bids for future infrastructure improvement projects within the service.
11. Develop funding bids and applications for future projects, both revenue and capital.
12. Support the Head of Service in creating long-term projects and investment plans for the service.
13. Conduct site visits and assessments.
14. Act as the main point of contact for key stakeholders within the projects, including The National Lottery Heritage Fund and Historic England.
15. Manage planning permission, scheduled monument consents, and listed building consents.
16. Be the primary contact for consultants.
17. Manage contractual relationships with stakeholders.

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

Post Title:	Projects and Development Manager
Grade	
Service Area:	Culture, Tourism and Heritage

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Professional / academic qualification at Degree level or equivalent experience in Capital Development</p> <p>Further management or relevant professional qualifications e.g. Chartered Status such as RICS, CIOB etc.</p>	<p>First aid trained</p> <p>Certificate in Occupational Health and Safety (To IOSH at least, preferably NEBOSH)</p>
Experience and Knowledge	<p>Professional background including specialist knowledge in more than one of the following areas for a significant time: architecture, construction, engineering, project management.</p> <p>Evidence of understanding of commercial, governance, operational and legal structures and their application.</p> <p>Sound knowledge of corporate governance and an understanding of risk management.</p> <p>Experience of managing large scale projects within “live” environments • Experience of estates and capital management.</p>	<p>Ability to write specifications and undertake tender exercises.</p> <p>Previous experience of listed building consents and scheduled monument consents.</p>

	<p>Experience of formulating and implementing strategic and operational plans</p> <p>Project management experience with ability to plan, manage risk, manage benefits, and manage resources. •</p> <p>Excellent organisational skills, particularly in terms of management of multiple projects / priorities simultaneously.</p> <p>Excellent written and verbal communication skills.</p> <p>Experience of writing successful grant and funding applications.</p>	
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<p>Ability to manage budgets effectively including profiling and forecasting across a project's lifetime.</p> <p>Strong relationship management and influencing skills</p> <p>Excellent planning and report writing skills</p> <p>Excellent time-management skills</p> <p>Confident, flexible and relaxed management style, able to communicate effectively with everyone.</p>	<p>A dynamic leadership style, and the ability to manage a diverse permanent and seasonal team.</p> <p>Monitoring, evaluation and analytical skills</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	