

Job Description

Job Title: Economic Policy Project Manager

Reports to: Head of Economy & Climate

Grade: P2

The Council has a strategic role to play in the Cambridgeshire economy, particularly in relation to improving the sustainability and inclusivity of the local economy. This role will be key to identifying opportunities and working with colleagues to deliver benefits to the local economy in terms of sustainability and inclusivity, through the way in which the Council delivers its core functions. These core functions or roles have been identified as a place shaper, service delivery body, purchaser and commissioner, employer and land and asset owner.

There are also numerous opportunities and challenges around how growth is delivered, where co-ordination with internal colleagues is required to represent the Council on external groups, with partners. There will be a significant focus on infrastructure delivery and how to continuously improve this to increase quality of life and quality of opportunity for Cambridgeshire businesses, residents and third sector organisations, through the enhancement of sustainability and inclusivity outcomes.

Main accountabilities	
1	<p>Research, analysis and programme development expertise</p> <ul style="list-style-type: none"> • Undertake reviews of best practice within local authorities in the UK and equivalent international municipalities that have demonstrated sustainability and inclusivity benefits to local economies, in relation to the roles and responsibilities that the authority has, where there could be relevance locally. • Drawing on expertise in economic development in relation to sustainability and inclusivity, assess the benefits and disbenefits of these interventions and associated implications of implementation, in the context of the authority. This should include risk assessments of the financial, regulatory, policy, social and environmental implications of the interventions under consideration. This analysis will help to ensure that prioritised actions are those with greatest scope for impact on the economy in relation to sustainability and inclusivity. • Identify appropriately robust and engaging ways to share information with colleagues and other partners, to agree which actions could be undertaken to support development of a strategy, action plan and business case, as required. • Present information to secure any support required, including drafting funding applications for new projects arising from this work, utilising knowledge of areas of innovation that appeal to funders and have a high chance of success. • Assess impact of actions taken and use to inform development of future actions, to help ensure both the sustainability and inclusivity outcomes are delivered. This will include taking an evidence-based approach, drawing on experience, to ensure outcomes are well targeted and spread across areas of need in Cambridgeshire. This will include preparation of reports for internal governance and for members at Committee and elsewhere as needed, to help secure buy in for new strategies, action plans and business cases.
2	<p>Partnership building and relationship management</p> <ul style="list-style-type: none"> • Identify suitable stakeholders and partners and build working relationships that support the desired outcomes, ensuring the regular and timely exchange of relevant information. • Lead collaboration with senior partner organisation leaders to secure support for joint initiatives or required involvement. Work with key stakeholders and partners (at all levels) to deliver the outcomes through raising suitable funding or finance.

Main accountabilities	
	<ul style="list-style-type: none"> • Represent the team on working groups with the Combined Authority and other partners in relation to the local economy to share your expert knowledge of the field and, where relevant, to help to amplify the impact of any partnership projects or programmes.
3	<p>Project management expertise</p> <ul style="list-style-type: none"> • Lead the day-to-day management of the economic work area including the management of all related project plans, monitoring progress against time, cost and quality. • Oversee all procurement in this work area, ensuring compliance and quality against Council procurement policies and deliver value for money. • Devise, implement and manage systems for the delivery of projects which engage directly and appropriately with colleagues, partners and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes. • Assist the team in identifying and managing project dependencies, risks, and issues, while monitoring and reporting any impact on the programme or system as necessary. Maintain strong quality assurance and uphold project integrity by applying appropriate methods like gateway reviews, following all relevant procedures, and creating required documentation once the project is finished. • Report regularly, including analysis and evaluation of progress on the projects into the respective governance in a timely and efficient manner always ensuring clarity, engagement with stakeholders and clear requirements of project details, timings and delivery requirements. • Deploy the project portfolio software to manage the project delivery. • Act as 'change manager' and gain buy-in and support from those individuals who will be impacted throughout the project lifecycle.
4	<p>Financial and risk management</p> <ul style="list-style-type: none"> • Responsibility for the financial and risk management and monitoring of projects. Ensure monthly progress reports on expenditure for boards are prepared and submitted in a timely way and report any variances to the Head of Service. • Identify financial pressures and take action, agreed with Head of Service. to manage and mitigate those pressures. • Implement risk and issue monitoring and management processes in accordance with project management standards. • Ensure any contractual processes are fully complied with and followed.
5	<p>Communication and customer focus</p> <ul style="list-style-type: none"> • Create and execute communication plans to maximise positive media coverage of the projects and wider programme, guaranteeing stakeholder are informed of their benefits. • Work with all relevant services to ensure projects meet the needs of users by actively seeking input from users and key stakeholders throughout the development and delivery of work.
6	<p>Other Duties</p> <ul style="list-style-type: none"> • Carry out any other duties which fall within the broad scope and purpose of this job description, and which are commensurate with the grade of the post.
7	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8	Able to contribute to our commitment to becoming a Net Zero organisation by 2030.

Person Specification

Qualifications required (minimum level)	Subject	Essential/ Desirable
Degree level or equivalent	Relevant discipline, i.e. sustainability, inclusion, economy, infrastructure development	Essential
Relevant professional qualifications or membership	Institute for Environmental Management and Assessment, Royal Economic Society, Chartered Management Institute	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Project Management	<p>Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. PRINCE2, MSP, LEAN (or equivalent), and the project development lifecycle.</p> <p>Good working knowledge of service delivery disciplines, management systems and processes including quality assurance methodologies and the identification and management of risk.</p>	Essential
Data and information management	<p>Comprehensive IT skills, proficient in MS Office products with the ability to grasp new systems quickly.</p> <p>Knowledge and experience of working in Microsoft Project, Planner, or other industry standard project planning software.</p>	Essential Desirable
Operational Delivery	<p>Sound level of knowledge across all core business functions (i.e. finance, quality management, business/organisational development, HR and Communications).</p> <p>An understanding of projects, policies, priorities and strategies within some or all the following disciplines: environmental, climate crisis, inclusivity and economy.</p> <p>Understanding of the decision making and governance arrangements within local authorities including working with Senior Officers and Members.</p>	Essential Essential Desirable
Skills		
Working Together	Experience of managing stakeholder relationships within complex projects and an ability to build strong, professional networks and relationships, inspiring others.	Essential

	<p>Ability to influence and negotiate across a diverse and challenging community of stakeholders including conveying contentious proposals and solutions, and when implementing resolutions.</p> <p>Ability to work as part of a team, sharing knowledge and experience, recognising the strengths and development opportunities of others, and constructively challenging to achieve productive outcomes.</p>	<p>Essential</p> <p>Desirable</p>
Excellence	<p>Comfortable with considerable amounts of data and information with strong analytical skills.</p> <p>Strong attention to detail and the ability to understand complex issues and advise on complex solutions across business areas with the application of critical judgement.</p> <p>High standards of numeracy, literacy, communication and presentation skills with ability to meet tight deadlines.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Strategic Thinking	Able to translate concepts and ideas into meaningful plans and action	Essential
Leadership	<p>Strong level of experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.</p> <p>Ability to influence and motivate non-line managed staff with constructive criticism and motivate people towards a common objective.</p>	<p>Essential</p> <p>Essential</p>
Communication	Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences.	Essential
Experience		
Project Management	<p>Extensive experience of working as a project manager.</p> <p>Experience of working as a project manager within a public sector organisation.</p> <p>Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.</p> <p>Experience of managing budgets.</p> <p>Experience of successfully leading, managing, coaching and developing diverse teams and delivering demonstrable and sustainable service improvements.</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Creative Thinking	Experience of identifying new ways of thinking and new approaches to a problem or situation.	Desirable
Equality, Diversity and Inclusion	Able to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential

Net Zero	Able to contribute towards our commitment of becoming a net zero organisation.	Essential
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Disclosure level	None	Standard
	Enhanced	Enhanced with barred list checks

Work type (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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