



Role Profile

<h2>Service Manager: Place Programmes and Policies</h2>				<h3>Purpose</h3>	
Reference No:	A4230			<p>To deliver an effective, efficient and competent programme of activity in support of the Edinburgh and South East Scotland and Tay Cities Deal agreed programmes and SDA infrastructure activity.</p>	
Service:	Business & Employability				
Job Family:	Regeneration/Economic Development/Tourism	Grade:	FC11		
<h3>Task or Responsibility</h3> <p>- For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>				<h3>Person Specification: Skills, Knowledge, Qualifications or Experience</h3> <p>- Criteria can apply to more than one task or responsibility</p>	
<p>Leading, managing and co-ordinating the delivery of the Fife investment projects within the Edinburgh & South East Scotland City Deal, the Tay Cities Deal and Strategic Growth/Development Areas. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.</p>				Educated to SCQF level 9, which includes a Degree or equivalent	✓
<p>End to end delivery of a strategic economic growth and investment programme</p>				Post Graduate qualification in Project management	✓
<p>Managing the oversight process for the negotiation, deal-making and stakeholder management of UK and Scottish Governments and private sector investment through the Edinburgh and South East of Scotland</p>				Ability to provide a regular and effective service	✓
				Experience of managing budgets with funding from multiple sources	✓

E = Essential Criteria D = Desirable Criteria

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City Region Deal, the Tay Cities Deal and the Strategic Growth/Development Areas to leverage the maximum external investment (including Developer Contributions) into Fife and investigate alternative financing and development models. Leading and ensuring delivery on budget, to time frames and to plan.			
Ensuring the successful implementation of the economic outcome investment programme for City Deals, working with regional City Deal Programme Management offices to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of and the ability to engage effectively with senior stakeholders	✓	
Prioritising and identifying further opportunities for regional working through regional working; the adoption of City Deal standards and methodologies; and monitoring the impact and value of investments.	Ability to work outside normal working hours as required	✓	
Ensuring that the economic growth is shared by all areas and communities in Fife through the adoption of Fife's Economic Strategy, the Plan4Fife, sector/place strategies and delivery plans and best practice in investment appraisal and delivery,			
Programme initiation, scoping, planning, delivery, testing and hand over to BAU. Building internal capability and capacity to enable the faster and more effective delivery of infrastructure.	Experience of and the ability to prioritise tasks effectively	✓	
Overseeing and guiding project management as required including co-ordinating and managing internal and external resources. Providing support and mentoring for project managers across the related projects.	Experience of managing staff across a number of disciplines	✓	
Programme reporting, issue resolution and interdependency management.	Report writing experience	✓	

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Ensuring that all stakeholders adhere to the strategic management approach and timetables. Collates information and creates reports and insights to support City Deal and SDA strategic management processes. Develops and communicates plans to drive forward the regional economic strategies. Contributes to the development of policies, standards and guidelines for Place development and planning. Develops working relationships and work across Fife Council Services, both across the Directorate and other senior management teams.	Communication skills Presentation skills	✓ ✓	
Leading the development of economic investment business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between strategies, service delivery and government directives, setting strategies, policies, standards and practices.	Experience of researching and understanding and manipulation of data	✓	
Management of a matrixed programme and delivery team. Establishes governance and reporting structures for Place Programmes; and during the transition into business as usual activity.	Experience of managing performance of staff	✓	
Manages and reports on the overall externally funded Place capital investment programme projects (such as UKG and SG capital for town centres, place based initiatives), programme budgets and the delegation to project budgets; on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the programmes progress.	Experience of presenting information through a variety of styles	✓	
Responsible for the delivery of Street Naming and Numbering, a statutory function under the Civic Scotland Act.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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<p>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</p>			
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>			
<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		