

## **JOB DESCRIPTION**

**JOB TITLE:** Project Manager (HS2) **POST**  
**NO:**

**DIRECTORATE:** Economic Growth Directorate

**SERVICE AREA:** Economic Development  
**GRADE:**

**RESPONSIBLE TO:** Development and Growth Manager

**RESPONSIBLE FOR:**

**MAIN PURPOSE OF POST:**

To lead and co-ordinate the growth strategy for HS2 in the Chesterfield area, ensuring this drives the future economic growth of the borough.

To manage all aspects of the contribution the council is making to the development of the HS2 depot at Staveley and station in Chesterfield.

To liaise with all stakeholders to maximise positive economic outcomes of HS2 for the local economy.

**DUTIES AND RESPONSIBILITIES:**

**The postholder must, at all times, carry out their duties and responsibilities to comply with Borough Council policies and procedures.**

To develop and deliver a Chesterfield HS2 programme, bringing together a range of major and complex projects that will enable and maximise the benefits of a station and depot in the borough.

Work in partnership with external partners and key stakeholders from the public and private sector to ensure the effective delivery of projects and to ensure strong and effective relationships are maintained.

Provide leadership to multi-disciplinary teams from a project delivery perspective in order to achieve successful economic growth outcomes from project delivery.

Ensure that all professional work related to project delivery is undertaken (e.g. technical assessments, planning, licenses, disposals, consents).

Ensure that effective project management, planning and budget and risk management controls systems are in place to ensure sound project delivery.

Manage dependencies between projects in order to minimise costs and delays and maximise benefits.

Deliver effective engagement and positive communication with the public throughout development and delivery of the programme, including bespoke consultation where appropriate on particular projects and/or supporting regional or national consultation processes.

Ensure timely and effective decision making within the council, at officer and member level, and ensure partner decision making processes and timescales are fully understood and built into project plans.

Identify, as appropriate, new opportunities for projects, schemes and activities that will maximise the benefits of HS2 within Chesterfield and the wider area and bring forward outline business cases for these opportunities.

Maintain a thorough knowledge of the relevant latest policies, strategies and initiatives locally, regionally and nationally in order to facilitate the delivery of projects and the development of new initiatives.

Use up to date knowledge of funding to identify and secure investment from the public and private sector to enhance project delivery or to support the development of new projects.

Oversee and implement procurements to support project delivery in line with Council's (and/or funders) procurement policy.

Identify gaps in knowledge and skills requirements internally to ensure effective delivery of projects in a timely manner; where appropriate, develop specifications and procure consultants for additional research and technical studies.

Prepare detailed project reports and analysis for Project Boards, internal Council meetings (including Cabinet and Full Council reports), and partners.

Ensure compliance with all project funding requirements through achieving the effective monitoring of activity undertaken and the establishment of clear audit trails.

Undertake presentations (internally and externally) on programme and project progress as required.

Ensure that the wider economic, social and health benefits from project/scheme delivery are realised by working with colleagues and partners.

Ensure that good practice is embedded into the delivery of projects and that lessons learned and evaluation is included in all aspects of project delivery.

Any other duties which are equal/similar to the responsibility level and grade of the post.

To be aware of, and implement, the Council's Equal Opportunities Policy

## **SPECIAL FEATURES OF THIS POST**

You may be required to carry out these duties at your usual workplace or at another Council site, as well as spending time with partners based in the wider area.

## PERSON SPECIFICATION

**JOB TITLE:** Project Manager (HS2)

**POST NO:**

**DIRECTORATE/SERVICE AREA:** Economic Growth

### SKILLS/KNOWLEDGE/ABILITIES

#### Essential

Highly developed project management skills with clear evidence of successes in delivering economic development, regeneration and/or infrastructure projects.

Thorough understanding of national policy framework for economic growth, regeneration, housing and infrastructure.

Strong financial reasoning and analytical skills

Working knowledge of external funding with a track record of securing funding for use on growth, regeneration and/or infrastructure activities

Good understanding of the planning process as part of project development, management and delivery.

Ability to develop and maximise opportunities for economic growth resulting from investment in infrastructure and to capture growth outcomes within local communities.

Experienced communicator both verbally and in writing (experienced in preparing reports internally and externally, producing project monitoring updates as well as having effective interpersonal skills that allow you to persuade and influence others).

Ability to lead, motivate and develop project teams and forge effective relationships often at a senior level

Ability to plan and co-ordinate activities of self and project team in context of conflicting priorities

#### Desirable

Knowledge of national rail policies and issues relating to rail investment and infrastructure in the region.

### EXPERIENCE

#### Essential

Experience of managing complex inter-disciplinary projects on the ground

Significant experience of working in regeneration/economic development/infrastructure

Experience of working with multiple stakeholders and maintaining strong relationships whilst delivering complex programmes and projects

Experience and track record in leading multi-disciplinary project teams and partnerships to secure positive outcomes.

Experience of managing internal and external contractors.

Experience of procurement, evaluation, risk management.

**Desirable**

Experience of taking projects through local government decision making processes

**QUALIFICATION/TRAINING**

**Essential**

Project Management training qualification or equivalent

**Desirable**

Educated to degree level or equivalent