

## **Appendix B – delivery proposals**

In order to develop proposals for a new Joint Growth Unit, the key projects listed at section 3.4 and in Appendix E in the main report have each been analysed in detail.

This analysis has considered the planned progress of each project across the next 5 years, recognising that beyond this the delivery milestones become increasingly difficult to forecast with confidence.

The key tasks likely to be required by the respective local authorities have been considered through the different phases of each project and the profile for this set out on a quarterly basis across the five year period. Those tasks have then been assigned to the different types of capacity required and a risk adjustment applied to the results. Finally, existing resources have been taken into account in order to end up with a net risk-adjusted requirement.

Following this analysis, the following blend of posts has been recommended as providing the most appropriate level of capacity in order to ensure the two local authorities can maintain and accelerate delivery of the borough's key projects in future years. Although the forecast capacity has been based on the planned phases for each specific project, it is highly likely that actual demand to support delivery will vary from that forecast. The Unit will therefore be set up with officers given lead roles for specific projects, but able to work flexibly as the demands from each project fluctuate and in order to mitigate peaks and troughs of activity within any given project.

The table below sets out posts proposed for the new Joint Growth Unit. Draft job descriptions for new posts are included in Appendix D. Gradings are subject to finalisation of job descriptions and job evaluation panel appraisal.

<b>Post</b>	<b>Number</b>	<b>Grade</b>	<b>Key activities</b>
Joint Growth Unit Manager	1	13	Overall leadership of team and coordination of project resources. Key point of contact for escalating issues from individual projects. Responsible for managing relationship with the Joint Growth Board.
Project officer (transport and highways infrastructure)	1	to be employed by DCC, assessed as grade 12 for budget purposes	Dedicated resource with highways and transportation experience able to transact on behalf of the key projects to deal with issues arising pre and post-planning application, offer advice and liaise as single point of contact with DCC and other key stakeholders (HE, utilities, bus operators...) as required
Project officer (planning and development)	1	12	Dedicated and specialist planning capacity with experience of large site delivery, able to liaise with developers, landowners etc. and in turn with internal and external stakeholders at both pre and post-planning application stages.
Project officer (project	3	12	These would be assigned lead roles for

management)			one or more the specific projects, providing project management capacity and skills together with a single point of contact for external delivery partners and internal colleagues.
Contract and Commercial officer	1	12	Dedicated and specialist contracts and commercial development capacity; this post would provide advice internally to inform negotiations with delivery partners and funders, liaising closely with legal, procurement and finance, as well as supporting delivery partners in their commercial considerations.
Administrative and technical support officer	1	4-7	This post would provide dedicated support to the team, managing the extensive flows of information, correspondence, technical documents etc. between the two councils, stakeholders and delivery partners. It would also lead on the preparation of reporting to the Joint Growth Board and provide the secretariat.

Senior Economic Development Officer (Skills Delivery)	1	12	This post would be based in Chesterfield Borough Council's Economic Development service and would lead on delivery and implementation of initiatives and programmes contained within the Chesterfield Skills Action Plan, 2017 - 2020.
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