



Role Profile

Project Manager (Town Centre Capital Grant Fund)

Reference No.	A4551	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Professional 3	Grade	FC9

Purpose

To manage and deliver a programme of agreed town centre capital projects as part of the Scottish Government's Town Centre Capital Fund allocation to Fife (£4.35m); ensuring that monies are spent or legally committed to within financial year 2019-20.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Co-ordinating the delivery of agreed Town Centre Capital Fund projects. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery to ensure projects are delivered within the timescale set by the conditions of grant funding by Scottish Government.

End to end delivery of a strategic economic growth within a place-based economic improvements investment programme.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 9, which includes a Degree or equivalent

✓

Full membership of related professional body such as IED, RTPI, RCIS, RIAS or CIM

✓

Qualification in Project Management

✓

Experience of delivering capital projects preferably within a town centre environment

✓

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	Ability to provide a regular and effective service	✓	
Co-ordination of the oversight process for the negotiation, deal-making and stakeholder management of Scottish Government's grant funding through Town Centre Capital Fund to leverage the maximum external investment (including match funding sources) into Fife's town centres and ensuring delivery on budget, to timeframes and to plan.	Experience of managing budgets with funding from multiple sources	✓	
Ensuring the successful implementation of the overall Scottish Government Town Centre Capital Fund allocation to Fife, working with the Lead Officer Town Centre Development and a range of Services within the Council to co-ordinate the delivery of agreed projects.	Experience of and the ability to engage effectively with key stakeholders (Focus on Customers – See 'How We Work Matters' Framework)	✓	
Project initiation, scoping, planning, and delivery.	Experience of project management and the ability to prioritise tasks effectively (Take Ownership)	✓	
Hands on project management as required including co-ordinating and managing internal and external resources. Advising Service Manager of project risks and issues and developing solutions to mitigate and resolve these. Providing advice and guidance to project managers across the related projects.	Experience of managing multi-disciplinary projects (Deliver Results)	✓	
Programme reporting, issue resolution and interdependency management.	Report writing experience		✓
Ensuring that all stakeholders adhere to the Town Centre Capital Fund management approach and timetables. Collate information and create reports and insights to support management processes. Work across Fife Council Services and the senior management teams.	Project management skills	✓	
Support delivery of governance and reporting structures for the Town Centre Fund;	Experience of managing effective project performance (Work Together)	✓	
Acting as Project Manager for the delivery the agreed town centre projects through the Town Centre Capital Fund.	Project management skills	✓	
Undertaking individual transactions relating to site assembly, co-ordination of deal-making; site assembly and acquisitions; contract negotiation; ensuring all necessary planning permissions and consents	Experience of delivery of capital projects preferably in a town centre environment	✓	

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are in place; issuing of necessary tenders; and financial management including securing match funding			
Co-ordinating a multi-disciplinary team of professional and technical staff, and contractors to deliver agreed town centre capital projects.	Networking and negotiation skills	✓	
Supporting the Service Manager in the development and delivery of the town centre capital fund, the post-holder will be responsible for the expenditure of capital budgets on behalf of the Service and will be responsible for project managing the implementation of the town centre capital fund projects and the monitoring of expenditure involved in such projects.	Experience of managing capital budgets	✓	
Managing and monitoring town centre capital fund budgets and reporting to the Town Centre Capital Project Board.	Experience of managing capital budgets	✓	
Undertaking land and property transactions relating to the Scottish Government town centre capital fund.	Project management skills (Embrace Technology & Information)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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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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Job Title (Specialists Tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
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.	
Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results