



Role Profile

Project Manager City Deal (Capital Projects)

Reference No.	A4489	Type	Individual
Service	Economy, Planning and Employability		
Job Family	Professional 3	Grade	FC9

Purpose

To undertake management and delivery of an effective programme of Capital Projects as part of the Edinburgh and South East Scotland & Tay Cities City Deal programmes.

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 the Fife investment projects within the Edinburgh & South East Scotland City region deal, the Tay Cities Deals and Strategic growth/development Areas. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.

End to end delivery of a strategic economic growth and investment programme.

Co-ordination of 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 City Region Deal, the Tay Cities Deal and the Strategic Growth/Development Areas to leverage the maximum external

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

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Educated to SCQF level 9, which includes an Degree or SVQ level 4 or equivalent

✓

Additional relevant Degree/Diploma

✓

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

✓

Qualification in Project management

✓

Experience of managing budgets with funding from multiple sources (Deliver Results – See ‘How We Work Matters’ Framework)

✓

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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 overall economic outcome investment programme for City Deals, working with regional City Deal Programme Management teams to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of and the ability to engage effectively with key stakeholders (Focus on customers)	✓	
Identifying further opportunities for regional working through both City Deals; 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 Inclusive Growth best practice in investment appraisal and delivery.	Communication skills	✓	
Programme initiation, scoping, planning, delivery, testing and hand over to BAU. Building internal capability and capacity to enable the delivery of more infrastructure and faster.	Experience of task 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 Programme 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	✓	
Programme reporting, issue resolution and interdependency management.	Report writing experience	✓	
Ensuring that all stakeholders adhere to the City Deal 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	Presentation skills	✓	

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forward the regional economic strategies. Contributes to the development of policies, standards and guidelines for City Deal development and planning. Develops working relationships and work across Fife Council Services, both City Deals and the senior management teams.				
Supporting the development of economic investment business cases, for high-level initiatives, for approval, funding and prioritisation. Ensures compliance between strategies, service delivery and city deal directives, setting strategies, policies, standards and practices.	Experience of researching and understanding and manipulation of data (Embrace technology and information)	✓		
Supports delivery of governance and reporting structures for the City Deal Programmes; and during the transition into business as usual activity.	Experience of managing effective project performance (Work together)	✓		
Supports the Programme Manager on the overall City Deal investment programme, programme budgets and the delegation to project budgets; on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the City Deal programmes progresses.	Experience of presenting information through a variety of styles	✓		
Co-ordinating delivery of proposals for the modernisation and upgrading of aging industrial estates and business land and property throughout Fife through Edinburgh & SE Scotland City Deal.	Strategic planning skills	✓		
Acting as Client Project Manager for the delivery of the programme of capital projects approved as part of Edinburgh & SE Scotland City Deal for the regeneration of Fife aging industrial estates.	Networking skills	✓		
Undertaking individual transactions relating to Economic Development business land and property assets (Use Classes 4, 5 & 6, which may have a value of up to £10m.	Negotiation skills	✓		
Managing a multi-disciplinary team of professional and technical staff, and contractors to deliver a range of capital projects involving the construction of small – medium sized industrial units and the servicing of employment land on sites throughout Fife.	Technical skills	✓		

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Supporting the Service Manager and the Property Investment and Development Manager in the development and delivery of the capital programme; the postholder will be responsible for the expenditure of significant capital budgets on behalf of the Service and will be responsible for project managing the implementation of capital projects and the monitoring of expenditure involved in such projects.	Financial management skills	✓	
Undertaking the development of new and innovative proposals for the development of business land and property projects, including the creation of new business parks, industrial estates, offices and business centres and the funding thereof	Planning skills	✓	
Supporting the Service Manager Economic Development in facilitating the Fife Economy Partnership – Investment Delivery Group.	Organisational skills	✓	
Supporting the Property Investment and Development Manager in the preparation of proposals for the implementation of the Tax Increment Finance projects in the Levenmouth & Fife Interchange area.	Project development skills	✓	
Managing and monitoring capital budgets and reporting to the project Board thereon.	Report writing skills	✓	
Providing professional advice and support regarding any land and property transactions undertaken by the Service.	Influencing skills	✓	
Undertaking land and property transactions relating to strategic town centre, retail and regeneration developments and all transactions relating to Strategic Land Allocations (SLA's) within the Development Plan and other major development and investment projects, which may have a value of up to £10 - £20m.	Project management skills	✓	
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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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