



Role Profile

Job Title: Capital Programme Manager (Thriving Places)

Reference No.	A5610	Type	Individual
Service	Business & Employability Services		
Job Family	Regeneration/Economic Development/Tourism	Grade	FC10

Purpose

- To lead and deliver an effective, efficient and competent programme of activity and capital projects in support of the development and implementation of the Thriving Places Programme in terms of the Fife Economic Strategy.

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

- Leading, managing and co-ordinating the delivery of the programme of activity and capital projects in support of the development and implementation of the Thriving Places Programme in terms of the Fife Economic Strategy.
- Creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery, taking responsibility to deliver on time, within budget and to quality.
- Leading, managing and co-ordinating end to end delivery of a strategic economic growth and investment programme.

Managing the oversight process for the negotiation, deal-making and stakeholder management of the Thriving Places Programme in terms of the Fife Economic Strategy through public, private and third sector investment

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

- Educated to SCQF level 9, which includes a Degree or equivalent.
- Post Graduate qualification in Programme Management.
- Significant experience developing and implementing large or organisation-wide place programmes, with the ability to manage complex inter-related project delivery plans.
- Ability to think strategically with experience of translating strategy into deliverable plans.
- Ability to provide a regular and effective service

- Experience of reporting to Programme Boards and/or Senior Leadership Teams
- Ability to report in a political environment

E	D
✓	✓
✓	
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to leverage the maximum external investment into the programme and investigate alternative financing and development models.	<ul style="list-style-type: none"> • Ability to work outside normal working hours as required 		✓
Leading and ensuring delivery on budget, to time frames and to plan. Monitoring expenditure and costs against delivered and realised benefits as the programme progresses.	<ul style="list-style-type: none"> • Financial management skills • Experience of managing large scale capital and revenue budgets with funding from multiple sources • Strong administrative and IT skills, and an ability to maintain records and produce clear written and oral reports and plans. 	✓ ✓ ✓	
Ensuring the successful implementation of the Thriving Places Programme in terms of the Fife Economic Strategy programme, working with both internal and external partners to identify, instigate, oversee and ensure reporting on contributing projects.	<ul style="list-style-type: none"> • Experience of leading engagement and the ability to engage effectively with senior stakeholders (Focus on customers How we work Matters framework) 	✓	
Providing professional leadership and support to the team, and others through personal and team development, coaching, managing attendance, performance and conduct, project work and fostering knowledge and sharing within and across teams. Managing a matrixed programme team for the Thriving Places Programme in terms of the Fife Economic Strategy.	<ul style="list-style-type: none"> • Experience of managing performance of staff (Work together) • Ability to motivate others to perform to the highest standards (Work together) • Evidence of supporting staff development 	✓ ✓ ✓	
Prioritising and identifying further opportunities for local, regional and national funding which could include neighbouring local authorities, regional and national agencies and partnerships, third sector, local businesses, etc.	<ul style="list-style-type: none"> • Experience of researching and understanding and manipulation of data (Embrace technology and information) • Ability to define and co-ordinate the case for change, option and impact assessments, engage and communicate with stakeholders • Experience of representing at organisational level. 	✓ ✓ ✓	
Ensuring that economic growth is realised in the Mid-Fife area and communities in Fife through the Thriving Places Programme in terms of the Fife Economic Strategy, to re-purpose and revitalise town centres, to regenerate built heritage, vacant and derelict land, and support community-led place improvements.	<ul style="list-style-type: none"> • Communication, influencing and negotiation skills (Work together) • Ability to work effectively in a partnership context and to develop effective working relationships between partners 	✓ ✓	
Capital and Revenue Programme and Project initiation, scoping, planning, delivery and testing. Building internal capability and capacity to enable the faster and more effective delivery of place based investment in terms of the Thriving Places Programme in the Fife Economic Strategy.	<ul style="list-style-type: none"> • Experience of and the ability to prioritise tasks effectively (Take ownership) • Significant experience developing and implementing large or organisation-wide place-based programmes, with the ability to manage complex inter-related project delivery plans. 	✓ ✓	

Programme management assurance as required including co-ordinating and managing internal and external governance processes and resources. Programme reporting, risk and issue resolution and interdependency management. Providing support and mentoring staff across the related projects.	<ul style="list-style-type: none"> • Experience of directing and managing staff across a number of disciplines and multiple work streams. • Analytical and report writing skills • Experience of reporting and benefits realisation with Scottish and UK Government funding streams. 	✓	
Lead on effective stakeholder management to ensure the strategic management approach, timetables for engagement and communication plans to drive forward the programme are delivered. Collating information and creating reports and insight to support the Thriving Places Programme in the Fife Economic Strategy	<ul style="list-style-type: none"> • Experience of presenting information through a variety of styles • Stakeholder management experience • Influencing and negotiation skills (Take ownership) 	✓	
Developing working relationships and working across Fife Council Services, external partners and the senior management teams.	<ul style="list-style-type: none"> • Networking skills (Work together) and ability to engage effectively with senior stakeholders • Influencing and negotiation skills (Take ownership) • Strategic planning and positively facilitating organisational change 	✓	✓
Leading the development of economic investment business cases, for high-level initiatives, for approval, funding and prioritisation. Ensuring compliance between strategies and service delivery, setting strategies, policies, standards and practices. Ensuring project and strategies compliance with legal, and regulatory, requirements. For example, ensuring that the Programme and its projects are compliant with legislative provisions set out in the Subsidy Control Act, Equalities Acts and Climate legislation.	<ul style="list-style-type: none"> • Experience of successful funding bids (Deliver results) • Experience of developing complex Green Book Business cases including option analysis • Experience of Subsidy Control, Equalities and Climate legislation 	✓	✓
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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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.
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Additional Information – the following information is available:

Expected Behaviours

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| <ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters |
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Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.
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