



Role Profile

Programme Manager: Levenmouth Reconnected Blueprint				Purpose			
Reference No.	A4596	Type	Individual	To lead and deliver an effective, efficient and competent programme of activity and projects in support of the development and implementation of Levenmouth Reconnected Blueprint.			
Service	Roads and Transportation Services						
Job Family	Professional 4	Grade	FC 10				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
<p>Leading, managing and co-ordinating the delivery of the Levenmouth Reconnected Blueprint.</p> <p>Creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery, taking responsibility to deliver on time, within budget and to quality.</p> <p>Leading, managing and co-ordinating end to end delivery of a strategic economic growth and investment programme.</p>				<p>Educated to SCQF level 9, which includes a Degree or equivalent</p> <p>Post Graduate qualification in Project Management</p> <p>Significant experience implementing large or organisation-wide projects, with the ability to manage complex inter-related delivery plans</p>		<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Managing the oversight process for the negotiation, deal-making and stakeholder management of the Levenmouth Reconnected Blueprint through public, private and third sector investment to leverage the maximum external investment into the programme and investigate alternative financing and development models.</p>				<p>Experience of reporting to Programme Boards and/or Senior Leadership Teams</p> <p>Ability to report in a political environment</p>		<p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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Leading and ensuring delivery on budget, to time frames and to plan.	Experience of managing budgets with funding from multiple sources (Deliver results – See How We Work Matters Framework)	✓	
Ensuring the successful implementation of the Levenmouth Reconnected Blueprint programme, working with both internal and external partners to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of leading engagement and the ability to engage effectively with senior stakeholders (Focus on customers)	✓	
Prioritising and identifying further opportunities for local and regional working which could include neighbouring local authorities, Sustrans, SEstrans, SEPA, Visit Scotland, third sector, local businesses, etc.	Ability to define and co-ordinate impact assessments, liaise and communicate with stakeholders Experience of representing at organisational level	✓ ✓	
Ensuring that the economic growth is realised in Levenmouth and the Mid-Fife area and communities in Fife through the planning, development and construction of the new railway link, active travel and local bus service improvements.	Effective communication skills Negotiating and influencing skills	✓ ✓	
Programme initiation, scoping, planning, delivery and testing. Building internal capability and capacity to enable the faster and more effective delivery of transport infrastructure and related economic development.	Experience of and the ability to prioritise tasks effectively (Take ownership)	✓	
Hands on programme management as required including co-ordinating and managing internal and external resources. Providing support and mentoring staff across the related projects.	Experience of directing and managing staff across a number of disciplines and multiple work streams	✓	
Programme reporting, issue resolution and interdependency management.	Analytical and report writing skills	✓	

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<p>Ensuring all stakeholders adhere to strategic management approach and timetables put in place.</p> <p>Collating information and creating reports and insight to support the Levenmouth Reconnected Blueprint Programme.</p> <p>Developing and communicating plans to drive forward the programme.</p>	<p>Experience of presenting information through a variety of styles</p>	<p>✓</p>	
<p>Developing working relationships and working across Fife Council Services, external partners and the senior management teams.</p>	<p>Ability to work outside normal working hours as required</p>	<p>✓</p>	
<p>Leading the development of economic investment business cases, for high-level initiatives, for approval, funding and prioritisation.</p> <p>Ensuring compliance between strategies and service delivery, setting strategies, policies, standards and practices.</p>	<p>Experience of researching and understanding and manipulation of data (Embrace technology and information)</p>	<p>✓</p>	
<p>Managing a matrixed programme team for the Blueprint.</p> <p>Establishing governance and reporting structures for the Levenmouth Reconnected Blueprint programme, during the transition into business as usual activity.</p>	<p>Experience of managing performance of staff (Work together)</p>	<p>✓</p>	
<p>Managing and reporting on the overall programme, programme budgets and the delegation to programme budgets.</p> <p>Monitoring expenditure and costs against delivered and realised benefits as the programme progresses.</p>	<p>Ability to provide regular and effective service</p>	<p>✓</p>	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
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