



# Role Profile

Programme Manager: City Deals Programme				Purpose			
Reference No.	I408.01	Type	Individual	To deliver an effective, efficient and competent programme of activity in support of the Edinburgh and South East Scotland and Tay Cities Deal agreed programmes and SDA infrastructure activity.			
Service	Economy, Planning and Employability						
Job Family	Professional 4	Grade	FC10				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Leading, managing and co-ordinating the delivery of the Fife investment projects within the Edinburgh & South East Scotland City Deal, the Tay Cities Deal and Strategic Growth/Development Areas. The role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.				Educated to SCQF level 9, which includes a Degree or equivalent		✓	
End to end delivery of a strategic economic growth and investment programme				Post Graduate qualification in Project management			✓
Ability to provide a regular and effective service				Experience of managing budgets with funding from multiple sources (Deliver Results – See How We Work Matters Framework)		✓	
Managing 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 investment (including Developer Contributions) into Fife and investigate alternative financing and development models.							

E = Essential Criteria    D = Desirable Criteria

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Leading and ensuring delivery on budget, to time frames and to plan.			
Ensuring the successful implementation of the economic outcome investment programme for City Deals, working with regional City Deal Programme Management offices to identify, instigate, oversee and ensure reporting on contributing projects.	Experience of and the ability to engage effectively with senior stakeholders (Focus on customers)	✓	
Prioritising and 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.			
Programme initiation, scoping, planning, delivery, testing and hand over to BAU Building internal capability and capacity to enable the faster and more effective delivery of infrastructure.	Experience of and the ability to prioritise tasks effectively(Take ownership)	✓	
Hands on project management as required including co-ordinating and managing internal and external resources  Providing support and mentoring for project managers across the related projects.	Experience of managing staff across a number of disciplines	✓	
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 forward the regional economic strategies. Contributes to the development of policies, standards and guidelines for City Deal	Communication skills	✓	
	Presentation skills	✓	

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development and planning. Develops working relationships and work across Fife Council Services, both City Deals and the senior management teams.			
Leading 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)	✓	
Management of a matrixed programme team  Establishes governance and reporting structures for the City Deal Programmes; and during the transition into business as usual activity.	Experience of managing performance of staff (Work together)	✓	
Manages and reports 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	✓	
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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results