**Manchester City Council**

**Role Profile**

**Investment Programme Manager, Grade 10**

**The Neighbourhoods Service, Neighbourhoods Directorate**

**Reports to: Park Lead**

**Job Family: Corporate Organisational Support**

**Key Role Descriptors**

This role is based within a support service in Manchester City Council which provides specialist support to Heads of Service and the wider organisation.

Working within a support service or Centre of Excellence, the roleholder will ensure the provision of high-quality support to enable the delivery of service and organisational objectives, delivering, managing or commissioning specific projects as required.

As a subject matter specialist, the roleholder will oversee the collaborative design, development and implementation of strategies and frameworks which enable the operation of effective services and support their contribution to the achievement of strategic and operational objectives.

The roleholder will manage key relationships, acting as a commissioner for the delivery of support and services, and working in partnership across the organisation to deliver effective and efficient support to policy and decision making.

The roleholder will be directly accountable for the delivery of packages of work which are likely to be complex and sensitive.

**Key Role Accountabilities:**

Through close working relationships with stakeholders, support the development of effective business processes, policies and strategies by taking a lead for their area of work.

Work collaboratively across the Council to provide specialist advice, information, support and challenge to client services which supports and promotes their priorities as well as safeguarding the organisation and progresses corporate objectives.

Provide specialist advice and guidance to colleagues across the organisation, accounting for factors and elements beyond their direct control and area of specialism to support a whole council approach to decision making.

Drive the effective delivery of work packages to ensure service objectives are achieved, to support the effective decision making processes of the Council and to enable it to meet its legal obligations and strategic objectives.

Ensure that the organisational direction of travel and agreed policies / procedures are embedded within work delivered across the assigned service area,Use robust and effective analysis of information to inform strategic objectives in relation to the assigned service area, ensuring that advice to client services is in line with current legislation and organisational direction.

Play a key role in the review and development of organisational strategies, ensuring that key performance indicators are met. Provide effective operational and strategic support to the authority’s corporate approach to external regulatory / inspection and internal governance processes.

Effectively commission work packages both within their service area and from other service areas / organisations in order to provide a holistic approach to advice and ensure that all factors are accounted for in the decision making processes of the organisation.

A strong and clear advocate for the organisation’s ***m people*** approach.

Manage assigned resources effectively including the matrix management of staff as required. The roleholder will be expected to effectively co-ordinate resources to support the principals of ‘joined up’ communication and to ensure efficiencies are achieved.

Demonstrate personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled, every effort will be made to supply all the necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable, job redesign will be pursued.**

**Parks,** **Leisure and Events Service**

The Parks, Leisure and Events Service, sits within The Neighbourhoods Service, Neighbourhoods Directorate and is responsible for delivering excellence across the City’s Parks and Greenspaces, providing access to high quality leisure and sport facilities as well as a range of world class sporting and cultural events.

Manchester boasts [over 140 parks and open spaces, 43 allotment sites and three river valleys](http://www.manchester.gov.uk/directory/46/parks_and_open_spaces/category/301) across the City.  As a team, we are responsible for the overall strategy for our parks and green spaces, which is designed to improve standards and further develop their potential for our residents and so enhance their local area as a place where people want to live, work and spend their leisure time.

The team work closely with a range of other areas of the organisation, to deliver and maintain consistently high standards across the city and to ensure that community groups are activated to fully utilise our parks and open spaces.

We also work with the commercial and events team to drive forward plans to create a more sustainable business model for our parks and green spaces by raising income and maximising commercial opportunities. In addition, we work extensively with friends groups and other voluntary organisations, to explore and develop opportunities for closer collaboration and partnership working.

**Manchester's Park Strategy 2017-2027**

In December 2017 a ten year strategy for Manchester’s Parks was launched to guide their investment, upkeep and activation.  It sets out the vision, key themes and actions that are needed to ensure parks and green spaces can continue to serve the needs of communities across the city, providing popular and attractive open spaces for play, sport and informal recreation.

There was an overwhelming response to the consultation undertaken as part of the Park Strategy which confirmed that Parks are a high priority for our residents.  There were three themes that were repeated throughout the park strategy consultation, that will be our focus moving forward:

* Communication - proactively sharing information, having regular conversations, and ensuring the information available online and through social media is of a good quality and accessible.
* Enabling - supporting our residents and stakeholders to deliver shared goals.
* Clean, green and safe - providing Parks and open spaces that are of a high quality and that people feel safe to use.
* Commercial -  maximise opportunities to generate income, building on existing good practice, and in turn support the delivery of a good visitor experience.

The Park Strategy concentrates our future actions around four themes:

* Parks at the heart of Neighbourhoods - this is about what there is and where it is, ensuring every community is provided for.
* Vibrant parks, vibrant communities - this is about what will happen in our parks.
* A Manchester quality standard - this is about looking after our parks.
* Productive parks in partnership - this is about the resources needed to make the vision a reality.

The Parks Team need to deal with the challenges of today, whilst ensuring that the foundations are being laid to deliver the actions of the ten year strategy.

**The Park Development Team**

This will be a flexible team that seeks and delivers opportunities to invest in the Parks estate. They will expedite delivery of the Parks Development Programme and ensure that time limited opportunities are seized. This dedicated resource will undertake the feasibility stages of the programme to move from an “in principle” agreement to “priority”. They will ensure that each of the workstreams can progress quickly, with minimum impact on business as usual for the Destination Parks and in full consultation with our residents and partners such as the Heritage Lottery Fund.

This team will focus on programme & project management, identifying and securing new funds and compliance with the process to draw down and spend capital finance. Although this is covered in detail here these posts have already been approved outside of the redesign as outlined in section 4 and recruitment is progressing.

**Investment Programme Manager** - This post will be responsible for the leadership and implementation of capital investment in Parks. They will manage the Parks Development Programme, ensuring compliance with processes for draw down and spend of capital funds as well as identifying and applying for new sources of funding. They will monitor and approve capital spend and undertake the role of SRO across the programme workstreams. This post will report to the Parks Lead and work closely with the Strategy, Core and Heaton Park Teams.

Flexibility to work unsocial hours, including weekends and evenings to meet the needs of the service.

Willingness to apply for a DBS check.

**Investment Programme Manager – Key Behaviours, Skills and Technical Requirements**

**Generic Behaviours: Manager**

* We work together and trust each other
* We're proud and passionate about Manchester
* We take time to listen and understand
* We own it and aren't afraid to try new things

**Generic Skills**

* **Communication Skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
* **Analytical Skills:** Provides creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.
* **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
* **Project Management:** Ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities. Has ability to manage risk effectively on high value, complex and multiple projects.
* **Problem Solving and Decision Making:** Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.
* **Strategic Thinking:** Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
* **Financial Management:** Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
* **Commercial Skills:** Excellent commercial skills to manage successful tender, evaluation and acquisition process. Highly developed communication and relationship management skills to identify and manage the relationships with external partners and stakeholders.
* **People Management:** Effective development, management and motivation of staff within service area, providing leadership and planning for the work of a service based function or Council wide team. Establishes clear targets and monitors progress to ensure continuous improvement in service delivery.

**Technical requirements (Role Specific)**