

JOB OUTLINE

Directorate: Development & Housing		Section: City Growth & Regeneration
Post No: DECR01005	Designation: Principal Project Manager	Grade: 13 SCP 38-39

Purpose of the Job:

To play a leading role as a Programme and Project Manager within the City Growth & Regeneration team to successfully deliver the capital grant funded Harris Quarter Towns Fund (£19.9M) and Active Preston Levelling Up Fund (£20M) programmes as well as other regeneration capital projects on behalf of the Council. To lead on project delivery and project monitoring and to provide support on other key developments and programmes working with senior members of the City Growth & Regeneration Team to ensure projects meet target timescales and budgets.

Main duties/Responsibilities:

Supporting senior colleagues in the City Growth & Regeneration, Estates, and Policy teams to deliver Preston's City Investment Plan, Towns Fund and Levelling Up Fund programmes. Key duties will include:

- Preparing project briefs and specifications.
- Producing and maintaining programmes for related and individual projects.
- Preparing regular highlight reports to monitor and evaluate projects against budget, timescales and quality and identifying, with City Growth & Regeneration colleagues, areas for intervention.
- Establishing and maintaining risk registers and issues logs.
- Managing project budgets and resources on a day-to-day basis.
- Commissioning and managing consultants in accordance with the Council's Contract Procedure Rules.
- Acting as client for development and construction projects, working to senior City Growth & Regeneration team members.
- Preparing options appraisals and business cases to determine the most appropriate way to bring forward development proposals to meet the Council's objectives.
- Ensuring all projects comply with relevant legislation, regulations, codes of practice, and that all necessary approvals and permits are obtained.
- Setting up and chairing project team meetings, reporting to project boards and attending meetings with key stakeholders.

- Investigating and securing external funding.
- Preparing and presenting reports to the Council and its partnership bodies including the Towns Fund Board and Levelling Up Fund Project Board.
- Foster a culture of continuous improvement, innovation and best practice with the Development Directorate's project management function.
- To supervise the work and outputs of the Senior Project Officer.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council's equality standards

In addition, other duties at the same level of responsibility may be allocated at any time.

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