

Job Description

Job Title: Programme Manager Silvertown	Service Area: Community Wealth Building
Directorate: Inclusive Economy & Housing	Post Number: TBC Job Evaluation Number: 6656
Grade: PO7	Date last updated: 27th January 2023 Date of last Evaluation: 27th January 2023

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

- Day to day responsibility for the programme management of all LBN workstreams associated with the Silvertown project, with specific remit to expedite internal approval processes and by doing so drive momentum of delivery of homes and jobs. Enabling a single approach to Silvertown.
- This role represents the disciplined conscience that ensures efficient co-ordination between LBN departments and focus on timely approvals. A key objective scheme development and facilitates the resolution of the many competing drivers that pull against the completion of a scheme meeting all of its objectives, and the glue between the Council officers and the private sector developer. It will enable LBN to influence and shape TSP's proposals and delivery to secure outcomes to meet LBN priorities.

Job Context

1. The post-holder reports to the Director of Community Wealth Building

2. The post-holder will be responsible for the successful delivery and management of interface with the Developer in discharge of their delivery obligations including condition submission and discharges, necessary consents and approvals
3. The post-holder will be responsible for the Royal Docks Corridor Scheme, managing various interfaces across policy and delivery at LBN and with the NWR Highways team and the Developer's team to ensure the design and delivery of the scheme both incorporates measures to create a calmer and less hostile environment along North Woolwich Road for all Highway users and providing the necessary permanent and temporary highway access to the development
4. The post-holder is responsible for managing the Steward Hybrid Application process and internal stakeholders such as at pre-committee meetings, briefing and negotiations, so that Members are well placed to make a determination. And thereafter steward the S106 Obligations negotiations. .
5. Advance parallel workstreams to improve delivery including pore app process on future RMA applications. In such situations provide the necessary context and ensure the workstreams can progress in parallel.
6. Work with LBN colleagues, the developer and the Royal Docks Team to ensure Silvertown supports the Royal Docks Enterprise Zone programme including meanwhile uses.
7. Support existing 'Dockyards' use and the evolution of additional meanwhile use proposals. Work with the developer, LBN colleagues and the Royal Docks Team to maximise temporary use of the site, especially those that support the aims of the enterprise zone and the community wealth building programme.
8. Manage the interface with the Developer on other key workstreams that will become apparent during the development of the Silvertown project.
9. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
10. The post-holder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
11. The post-holder has no specific budget management responsibilities in respect of the project.

Key Tasks and Accountabilities

1. Champion understanding, and full communication of the Silvertown project between all LBN officers

2. Expedite communication between LBN officers / departments, and to the developer and its consultant team
3. Coordinate LBN's cross department processes associated with the Silvertown project, and ensure timely approvals to help drive project momentum
4. Identify and resolve conflicting requirements between LBN departments with regard to Silvertown
5. Responsible for managing project risks and opportunities which could impact cost / time / quality and deliverability of the project
6. Understanding LBN policy requirements and helping LBN officers and the Developer to achieve aligned outcomes
7. Be the Developer's main point of contact with LBN
8. Ultimate owner of the LBN program for Silvertown, helping officers and the Developer achieve or better statutory approval periods
9. Responsible for managing LBN's risk & opportunity on the project
10. Responsible for managing the LBN's strategic directors project expectations, balancing their aspirational objectives with the practical considerations
11. Responsible for proactively running workshops with key contributors (Officers, Members, the Developer) to ensure there is consistent appreciation for the priorities of needs vs wants
12. Challenge the Developer and their team to achieve efficient and the optimal response to LBN's requirements in the context of time and risk imperatives
13. Arranging, Chairing and minuting the following regular meetings (and any others that become appropriate) to drive project outcomes:
 - a. Strategic Meeting between Executive Directors the Royal Docks team and the Developer
 - b. Operational meeting between Officers and the Developer and the Royal Docks team
 - c. Co-ordination meeting between LBN departments and the Royal Docks team
14. Responsible for managing LBN internal reporting and governance process and ensuring well documented process for defining the scope, assumptions and price throughout, including independent validation of the same
15. Responsible for the timely completion of all authority approvals and documentation

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	

<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Strong understanding of Council’s statutory responsibilities, legal frameworks and be able to advise on legislation relating to : <ul style="list-style-type: none"> ○ Planning ○ Highways ○ Environmental ○ Landlord/tenant ○ Contract law • Substantial understanding and experience of property financing & management structures • Substantial understanding and experience of commercial issues and tailors approach accordingly • Demonstrable Continuous Professional Development including for professional/technical and leadership/management development. • An understanding of, and demonstrable commitment to, London Borough of Newham's vision and HEART values. • Awareness of private and public sector practice, the local and regional government political environment and London Borough of Newham’s diverse communities 	<p>Application Form/Interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p> <p>Application/interview</p>
<p>QUALIFICATIONS:</p> <p>Desirable: Project Management, Architecture, RICS, Town Planning, relevant degree or other suitable experience</p>	<p>Application Form</p>
<p>CRB:</p> <p>Not applicable to this post</p>	
<p>EXPERIENCE:</p> <p>Substantial experience of:</p> <ul style="list-style-type: none"> • Delivering significant development and regeneration programmes within a public, private interface • Developing effective innovative projects in urban areas • Managing development programmes and the development procurement process • Various forms of delivery and financing methods • Managing others, including consultants and other external advisors 	<p>Application Form/Interview</p>

<ul style="list-style-type: none"> • Conducting commercial negotiations • Working in a multi-stakeholder environment and managing and concluding stakeholder expectations 	
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Presentation & negotiation skills • Ability to use initiative and analytical thinking in varying situations • Relationship management and networking, project appraisal skills • Highly organised with good planning skills • Budget management • Report writing • Project management skills 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict • Articulate, pro-active, self-motivated, committed and enthusiastic • Convincing in terms of a capacity to translate business aims into effective practical steps with credibility and influence • Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate • Ability to work cooperatively and in collaboration with other stakeholders and colleagues • Creative with a forward-looking approach that maximises opportunities before they are lost • High degree of probity and integrity; committed to the activities and actions of Newham • Ability to motivate work teams to achieve high performing business objectives 	<p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Interview/Test</p>