

# Post Specification

## Post Specification - Key Information

- **Post Title: Workstream Project Lead – Team Barrow**
- **Date: April 2024**
- **Post Group Number: 8211**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS17**
- **Final Grade: 17**

To be read in conjunction with the job family role profile.

## Service Area Description

'Team Barrow' is a trilateral partnership between Westmorland & Furness Council, central government and BAE Systems. Our objective is to enable Barrow to be a new powerhouse for the north, expanding BAE Systems' defence capability, supporting energy security, and revitalising Barrow and the Furness peninsula as a place where people choose to live, work, and thrive. We are working to secure investment and regeneration driven by workforce growth.

The Team Barrow Programme Management Office (PMO) is part of the Assistant Chief Executive's functions and is responsible for supporting the delivery of priority programmes. The post holder will report directly to the Programme Director – Major Projects & Regeneration.

## Purpose of this Post

This is a strategic leadership and management role, overseeing the shaping and delivery of a Team Barrow workstream. Five workstreams have been identified to drive forward initiatives and report to the Barrow Delivery Board:

1. Economy, Masterplanning and Place
2. Transport
3. Education, Employment and Skills
4. Health, Equality and Wellbeing
5. Community and Social Impact

Working with Team Barrow colleagues, internal and external stakeholders, the Portfolio Holder(s), Furness Locality Board, and service leaders, the successful candidate will develop business cases and strategies to shape how the projects will be delivered within the workstream, in line with the vision and objectives of the Delivery Board. This will be influenced through highly effective engagement with existing and new partners, including those from the private, public and voluntary sector and will involve complex and particularly difficult challenges to be overcome with relevant stakeholders to seek full support of project outcomes and enable successful delivery. Cross directorate working will be critical in shaping how projects will be delivered in a cost effective and efficient manner.

A key element of the role will be to provide strategic management and technical expertise to ensure projects are delivered effectively and remain innovative and efficient.

### Key Job Specific Accountabilities

#### **Strategic Lead role:**

- Lead the delivery of projects within a workstream theme in line with overarching Team Barrow objectives.
- Develop strategies and business cases for delivering and commissioning projects to best meet the needs of our communities, whilst providing best value for money.
- Promote the development of partnerships, networks and relationships with stakeholders, to encourage long-term community ownership.
- Act as adviser to the Council on policy matters, supporting the workstream sponsor, Delivery Board, Programme Director and our councillors by developing and implementing plans that result in high quality outputs for Barrow.
- Ensure that projects are appropriately communicated with stakeholders, to encourage engagement and the adoption of change.
- Undertake such other duties as may be determined from time to time within the general scope and commensurate with the grade of the post.

#### **Workstream:**

- Take a strategic leadership and management role for a Team Barrow workstream.
- Manage reporting from workstream projects to the team, councillors, stakeholders, and the Delivery Board.
- Work closely with subject matter experts to ensure their expertise contributes to the shaping of the workstream and project success.
- Lead the development of policy, business and strategic planning activities to develop the services and through partnership working.
- Establish and maintain a network of individual and collective stakeholder relationships where required to deliver projects.
- To ensure that performance and risks are managed in line with statutory responsibilities and Team Barrow objectives.
- Undertake options appraisals, advise and lead on the commissioning of service providers to meet the needs of the Team Barrow programme and relevant workstream.
- Ensure staff engage fully and work with the whole organisation, encouraging a 'one team' work culture.
- Promote equal opportunities with our communities and our staff through personal example, open commitment and clear action.

- Ensure value for money services by listening and collaborating with public, private, voluntary sector partners and local residents and leading by example to achieve the most efficient project design and delivery.
- Support the Council's democratic process by reporting into Locality Boards, Cabinet and scrutiny.

### **Behaviours:**

- Act as a role model for the Council's corporate behaviours and Team Barrow values.
- Ability to translate strategic plans into successful operation outcome which are responsive to the needs of the community.
- Political awareness and experience of operating in a politically sensitive environment.
- Ability to make decisions and take responsibility for actions.
- Demonstrate a positive, flexible attitude.
- Act with honesty and respect for others.
- Communicate and present in a clear and constructive way.
- Ability to lead, manage and motivate others to deliver service plans and be committed to 'One Team'.
- Demonstrate excellent interpersonal skills: a strong networker able to build relationships with mutual confidence, honesty and respect.

### **Key Facts and Figures of the Post**

- **Budget Responsibilities:** No direct core budget responsibility but responsible for managing relevant project budgets within the workstream.
- **Staff Management Responsibilities:** Manage project managers and consultancy support where required, outside of formal line-management arrangements.
- **Other:** None

### **Essential Criteria**

- **Qualifications:**
  - Relevant professional qualification or demonstratable equivalent experience.
- **Knowledge:**
  - Extensive knowledge of at least one of the workstream themes within the context of Barrow.
  - Extensive knowledge of relevant local authority and wider public sector strategies and initiatives.
  - Knowledge and understanding of service standards and performance criteria.
- **Experience:**
  - Experience of delivering change in a large, complex organisation.
  - Experience developing external partnerships, with other organisations and stakeholders, to deliver key strategies and programmes.
  - Experience of customer engagement and advocacy in continually improving services.
  - Experience of working in a dynamic and complex environment, handling multiple projects, developments, and other business as usual tasks.
- **Expertise:**

- Working within an effective project approach and the effective use of change management principles and practices.
- Highly developed communication, challenge and negotiating skills with the ability to engage with a wide range of audiences. Clear commitment to excellent customer service.
- Well-developed analytical and problem-solving skills, including the ability to coach others in these.
- A successful track record in developing effective working alliances together with a proven ability to network.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:**
  - Ability to work under pressure.
  - Will involve working on multiple and competing priorities at the same time.
- **Physical Demands:** Minimal
- **Working Conditions:** Predominantly office / home based but will need to travel to Barrow-in-Furness and varied council (and potentially partner) offices / sites with reasonable notice.
- **Other Factors:** n/a