

Post Specification

Date	February 2025
PG Number	8511
Post Title	St Cuthberts Garden Village – Delivery Manager
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

The Inclusive Growth and Placemaking service focuses on the planning and delivery of places and an economy that can transform the health, well-being and prosperity of our communities. It seeks to achieve this through the creation of a quality built and natural environment, vibrant and accessible places, business growth and inward investment, the delivery of housing and essential infrastructure and the provision of attractive and engaging public facilities.

St Cuthberts Garden Village will deliver 10,000 homes within an exemplar development. This project is of strategic importance underpinning the long-term growth of the region.

Purpose of this post

The role holder will be responsible for managing the delivery programme for St Cuthberts Garden Village. This includes delivery strategy, land assembly, infrastructure planning, funding, governance and in the establishment of an effective delivery vehicle.

In undertaking this role, they will be required to deliver in a positive and outcome focused manager working with team members, corporate colleagues, partners and consultants. a thriving, vibrant, sustainable and inclusive Cumberland, with a clear focus on innovation, best practice and sustainability.

Key job specific accountabilities

1. Develop and manage the programme of work for the delivery of St Cuthbert's Garden Village. Adopting a balanced and rigorous approach to active risk management and escalation.
2. Provide expertise and leadership to guide decision making, shape strategy and to secure corporate support and resources.
3. Leading compliance activity across an extensive and diverse programme of Garden Village projects ensuring all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions and fully complied with.
4. Actively participate in the continuous improvement and development of increased efficiency of Cumberland Council by pro-actively sharing programme management expertise and promoting a culture of high-quality programme delivery.
5. Manage and participate significantly in senior stakeholder engagement across a wide diversity of internal and external stakeholders including communities, elected members, senior officers, partner agencies, local businesses and central government.
6. Act as adviser to the council on policy and design matters, supporting corporate colleagues and councillors in developing and implementing proposals for the Garden Village.
7. Undertake such other duties as may be determined from time to time within the general scope and commensurate with the grade of the post.

Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> To manage budgets of up to £1m and the use of project and programme expenditure. Working with internal and external partners to develop budgets and funding strategy to support implementation. To work within the agreed scheme of delegation to ensure services work within agreed budgets.
Staff Management Responsibilities	<ul style="list-style-type: none"> Leading a team made up of number of specialists and officers. Provide line management, supervision, appraisal, mentoring, advice, coaching and support. To work closely with colleagues and partners in the public, private and third sector.
Other	<ul style="list-style-type: none"> To represent the Council as required Lead in the delivery of statutory and regulated services.
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> Degree qualifications or equivalent experience in relevant disciplines. Experience in the area of project management, scheme development and planning, with a breadth of understanding of all areas that the role covers and a strong knowledge of the local economy and future opportunities and challenges. They will be required to work effectively with communities, partners and institutions, with a clear focus on innovation, best practice and sustainability. Able to use skills to build an understanding of the agendas or motivations of others in order to keep them positively engaged. Knowledge in the use of partnership to secure positive outcomes. Able to foster an innovative and curious mindset that drives an ambitious and inclusive way of working and empower staff to see continuous learning as a positive that drives better solutions and outcomes. In-depth understanding of regulations/legislation and best practice within planning, with a thorough understanding of national and local government developments, policy, and emerging trends. Experience in supporting major development sites into delivery. Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services. 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> Normal. The ability to deal with members of the public.
Physical Demands	<ul style="list-style-type: none"> Normal office demands (agile working) but there will be a requirement to travel to different operational sites and meetings as required, potentially outside of the Cumberland area
Working Conditions	<ul style="list-style-type: none"> Work will be predominately office based with flexibility surrounding office location and homeworking. Some site visits will be required.
Other Factors	
<ul style="list-style-type: none"> Will be under pressure to work to extremely tight deadlines on a frequent basis in order to react to the changing business environment Conflicting priorities and managing tight timeframes for implementing change may prove stressful for direct reports and the role holder will need to manage this and effectively lead and 	

motivate numbers of staff in order to ensure the service is delivered effectively and that business targets and objectives are consistently met

- Will be required to be involved in challenging negotiations where there is pressure on the role holder to achieve a successful outcome for the organisation.
- Has visibility within the organisation and is expected to be an exemplary role model to others within the organisation in terms of required behaviours and approaches
- Will use analytical, judgmental, creative and developmental skills to analyse and interpret very varied and highly complex information or situations and to produce solutions.
- Requirement to keep up to date with professional/legal developments and market trends relating to own service area and the organisation as a whole and interpret the effects on the organisation including shaping and ensuring delivery of any required changes as a result
- This role will require high levels of mental agility in order to fully understand the needs of the business to create creative and innovative solutions within own service area.
- The job requires high levels of awareness and prolonged periods of concentration requiring mental attention
- The role holder will be expected to habitually switch between tasks during the course of the working day and it is likely there will be frequent interruptions from other staff, colleagues, internal and external suppliers and stakeholders
- There is a general requirement to manage many different requirements at the same time which calls for high levels of prioritisation, time management and planning skills to ensure that all business needs are met in accordance with agreed timescales and operational service/performance levels.
- There will be periods of work-related pressure from the need to meet tight deadlines and/or respond to conflicting operational and business demands