

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Projects and Grants Manager
Service:	Communities
Team:	Commercial Services
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Development Programme Manager
Responsible for:	Overseeing capital projects in Waverley
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<p><i>To be a corporate resource available to work across the Council:</i></p> <ul style="list-style-type: none"> • To project manage projects across the Council as commissioned by Programme Development Manager or Head of Service and up to the value of £250,00. • To project manage projects with guidance from Programme Development Manager for projects up to the value of £750,000 • To support the delivery of other key corporate projects by managing elements of the project with the supervision by the Programme Development Manager 	

MAIN DUTIES AND ACCOUNTABILITIES

- To manage projects as assigned and agreed by Programme Development Manager up to the value of £250K
- To draft, coordinate, monitor and review project management plans for the assigned projects.
- Be responsible for coordinating the implementation of the project plans by allocating tasks and monitoring their progress.
- Be responsible and key contact for all Officers and Members in regard to project grant funding. Pro-actively researching and disseminating grant opportunities for capital projects and economic development grant funding across the council.
- Applying for grants and co-ordinating other officers to ensure all funding opportunities are applied for where possible
- Leading on the liaison with and reporting to grant givers and ensuring funding is received (e.g. Welcome Back Fund and Additional Restrictions Grant (ARG))
- Undertake activities and projects relating to specific grants that support local businesses and the overall Waverley Economic Development Strategy (e.g. business support activities generated through ARG / covid-19 action plan) To report project progress to the relevant senior officers, Project Board and Members
- To advise Project Sponsor of progress against plan highlighting any delay, cost overspend or quality standard issues
- To oversee project finances and budget reporting to relevant senior officers or board, in conjunction with project accountant
- Manage procurement exercises and oversee tender documentation for external support and supplies.
- Be the main point of contact for officers, members and consultants working on the assigned projects.
- To manage change and risk logs for the assigned projects.
- To monitor risks and implement mitigation strategies
- To provide project management advice and documentation to support other capital projects led by other officers.
- To manage in part and in close consultation with Programme Development Manager projects over £250K

Managing staff:

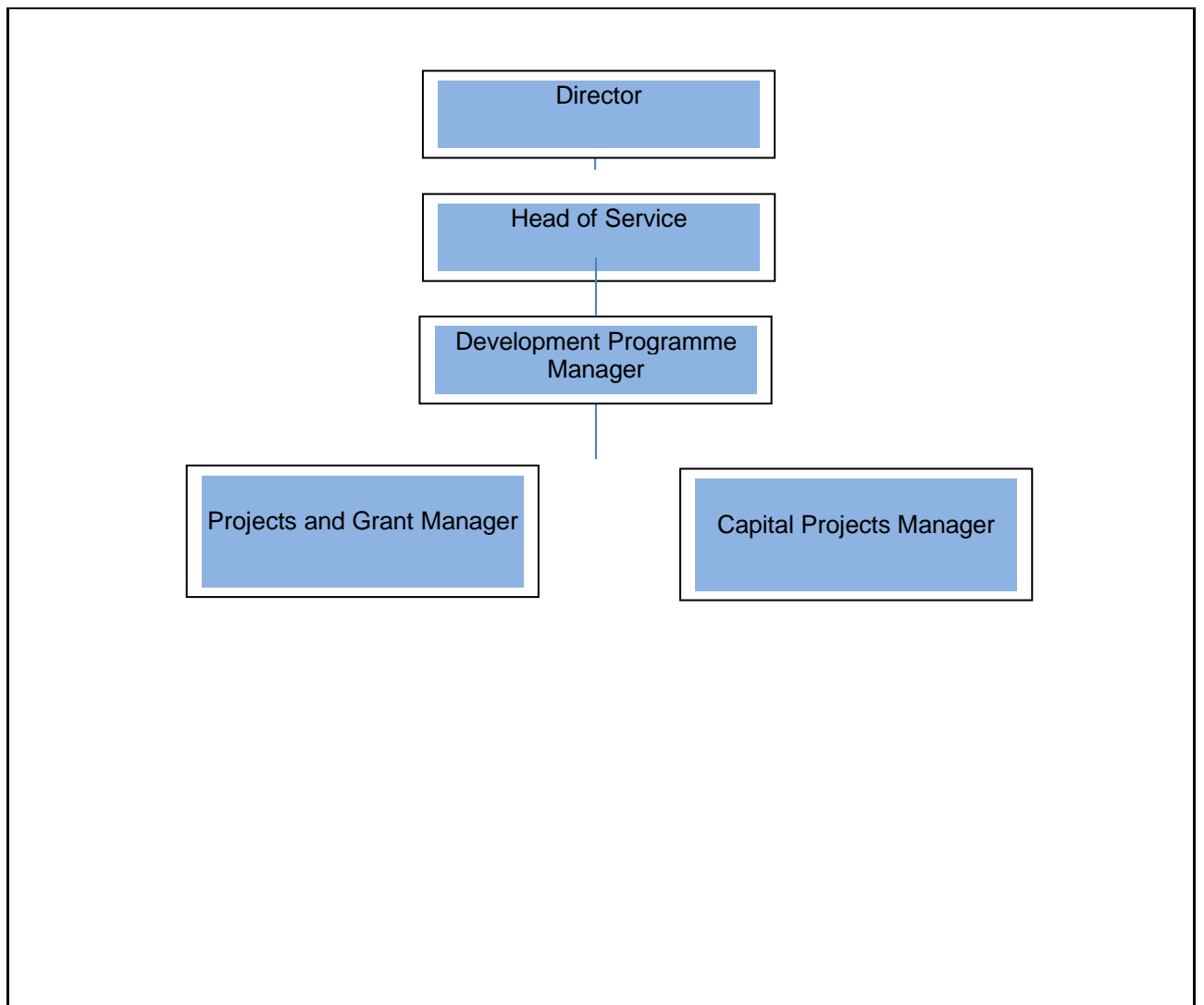
- Manage project working groups associated with projects on capital projects upto £250K
- Oversee external consultant teams.

Data Governance:

- It is the responsibility of all staff who input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality and complies with the Council's data Protection Policy.

Business Continuity:

<p>Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.</p> <ul style="list-style-type: none"> • Health and Safety: Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required
DIMENSIONS OF THE ROLE
<ul style="list-style-type: none"> • Monitoring, assessing and applying for grant funding for council projects • Project support for key corporate projects across the Council valued >£250,00 • Project management of capital projects across the Council valued upto £250,000. • Invest to save initiatives and improved public facilities.
AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT
<ul style="list-style-type: none"> • Co-ordinate complex work streams ensuring the organisation is joined up in its approach to projects, saving Officer time • Logging and reporting risks in a timely manner within the agreed framework enabling risks to be managed before becoming an issue • Explore and provide solutions to issues. • Mitigating and managing risks.
PLANNING/ORGANISING/CONTROLLING
<ul style="list-style-type: none"> • Develop appropriate project management documentation for each project. • Monitoring progress of all project grant applications across the council • Identify project outcomes and monitor project progress. • Assign tasks and support colleagues to undertake them. • Manage budgets and maintain financial reporting. • Maintain issue/change/risk logs and issue necessary reports to address any need for change.
CUSTOMERS AND CONTACTS
<p>INTERNAL</p> <ul style="list-style-type: none"> • Senior Management Team • Heads of Service • Officers from multiple service areas • Elected Members <p>EXTERNAL</p> <ul style="list-style-type: none"> • Contractors, consultants and suppliers • Statutory organisations • Members of the public and local groups • County and Town Councils
SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	Educated to degree level and/or equivalent experience in a related field	A/I	Local Government Experience	A
	Proven experience and knowledge of project management principles	A/I	Experience of delivering community based projects and working with elected members	A
			Experience working in partnerships	A
			Knowledge of Planning and regeneration issues	I
			Experience of managing project work streams such as consultation, procurement, Planning and construction.	I
KNOWLEDGE / TECHNICAL SKILLS	Ability to demonstrate sound business and commercial acumen	A/I	Awareness of safeguarding	A/I
	IT literate in Microsoft packages including MS Project	A/I	Project Management Qualification	A
	Office and administration skills	A/I	Knowledge of how to apply for grant funding	A/I
COMMUNICATION	Excellent written and verbal communication skills	A/I	Experience of administering websites and using social media	I
	Ability to establish strong working relationships with key internal and external partners	I		
	Ability to disseminate information to senior management and Members in verbal and written form.	A/I		

	Ability to influence others and work collaboratively	A		
CUSTOMER SERVICE	Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that compliment those of the organisation	I		
	Experience of dealing with the public in a calm and helpful manner	I		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	Builds constructive internal and external relationships.	A/I		
	Flexible and willing approach.	A/I		
	Shares knowledge and expertise with others	A/I		
MANAGING SELF AND OTHERS	Excellent organisational skills with an eye for detail.	A/I		
	Excellent time management and ability to prioritise workload.	A/I		
	Able to work on own initiative and to plan, organise and prioritise own work.	A/I		
	Able to support others to achieve outcomes	A/I		
CAN DO APPROACH /	Committed and positive attitude.	A/I		
	Analytical thinking and problem solving.	A/I		

ACHIEVING RESULTS	Ability to work under pressure.			
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet. item	I		I

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Projects and Grants Manager	Post no:	
Service:	Commercial Services	JE score:	356
Team:		Pay band:	6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	Jenny Deaves	DATE:	24 June 2021
CHECKED IN:	HR	DATE:	24 June 2021
LAST UPDATED:	16 July 2021	DATE:	