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| **Job Description** |
| **Job Title:** | **Programme Manager – Great Place Scheme** |
| **Grade:** | **10** | **Post No:** | **OPDC-GPS-PM** |
| **Directorate:** | **Planning** |
| **Job Purpose** |
| This position is to lead OPDC’s Great Place Programme and be the key contact for this important project.To be the lead officer in shaping OPDC’s world class, participatory programme that will uncover, connect and showcase the culture, creativity and heritage of Park Royal and help shape the future of Old Oak. To work with the local communities and stakeholders to develop and deliver a high-quality programme over the next 3 years.  |
|  **Principal accountabilities** |
| 1. To lead the Great Place Programme and to establish clear governance arrangements to facilitate the development and delivery of the three year programme to ensure success and timely delivery on budget.
2. To procure and manage consultants to support the highest quality of programme curation and individual project quality is achieved and the Great Place Programme objectives are met.
3. To co- develop and lead high quality, well designed programmes, projects, and initiatives with a range of partners including local stakeholders as part of the Great Place scheme
4. To realise the place making benefits by managing and delivering physical interventions including small scale public realm projects, and the refit and opening of the Great Place Hub.
5. To ensure that the project contributes towards raising the profile of the Old Oak and Park Royal area and making a destination
6. To ensure that training opportunities in the cultural, heritage and creative sectors are created for local people and businesses with tangible benefits for our diverse communities are provided.
7. To ensure local communities and volunteers are able to effectively participate and contribute to the programme.
8. To support funding applications for follow on capital projects that could provide physical legacy for the programme’s activities projects and to support fundraising and sponsorship needs of the programme.
9. Provide briefings, reports and advice to the Senior Management Team, the Chief Executive Officer and managers of the Corporation and to manage resources allocated to the job in accordance with the Corporation’s policies and Code of Ethics and Standards and realise the benefits of London’s diversity by promoting the diverse needs and aspirations of London’s communities.
10. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in other public liaison functions in a multi-disciplinary, cross-department and cross-organisational groups and project teams.
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| **General accountabilities** |
| 1. To effectively manage a team of staff to meet the OPDC’s corporate objectives, ensuring adequate performance measures are put in place for projects and staff to encourage a culture of exemplary performance.
2. To manage within the legislative and operational frameworks applicable to OPDC services and projects, this includes (but not limited to) the Localism Act, Planning Regulations, Health and Safety Law and Equalities.
3. To be responsible for project and operational budgets, forecasting, managing expenditure and budget setting.
4. To lead on programmes, projects and work streams as required, ensuring the correct methodology is applied at all times, in particular regular reporting and that any issues and risks are identified (reported) and mitigated (addressed) in a timely manner.
5. To be an ambassador for the OPDC at all times through working across teams and with stakeholders to deliver high quality outputs, thus positively contributing to the reputation of the OPDC.
6. To undertake duties commensurate with the grade and level of this post.
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|  **Principal contacts**: Programme Manager- Park Royal, Head of Design, Head of Communication and Public Relations, Senior Engagement Officer, Planning Policy Team, GLA Culture Team, GLA Team London, Park Royal Business Group, Artification, Planning, Regeneration and Business Support Officers in the three Local Boroughs, OPDC Partner Organisations and individual businesses and arts organisations in Old Oak and Park Royal. |
| **Accountable to:** | Head of Design |
| **Accountable for:** | Two Community Organiser posts and other resources allocated to the job |
| **Technical Requirements** |
| * 1. A relevant degree or equivalent professional qualification
	2. Experienced programme and/or project manager able to deliver high quality outcomes within budget and to deadline
	3. Considerable experience of developing, leading and managing high quality comparable cultural/ creative/ engagement/ regeneration/ design projects in a complex urban environment including effective management of consultants
	4. Significant experience engaging with the community and with a range of stakeholders from private and public sectors, including devising and implementing creative engagement techniques for regeneration projects
	5. Excellent graphic, written and oral communications skills
	6. Experience of managing similar small scale capital works projects
	7. Understanding and experience of working with the planning system
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| **Behavioural Competencies** |
| **Building and Managing Relationships**… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goalsLevel 3 indicators of effective performance:* Actively engages partners and encourages others to build relationships that support OPDC’s objectives
* Understands and recognises the contributions that staff at all levels make to delivering priorities
* Proactively manages partner relationships, preventing or resolving any conflict
* Adapts style to work effectively with partners, building consensus, trust and respect
* Delivers objectives by bringing together diverse stakeholders to work
* effectively in partnership

**Communicating and Influencing**… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.Level 3 indicators of effective performance:* Encourages and supports teams in engaging in transparent and inclusive

communication* Influences others and gains buy-in using compelling, well thought

through arguments* Negotiates effectively to deliver OPDC priorities
* Synthesises the complex viewpoints of others, recognises where

compromise is necessary and brokers agreement* Advocates positively for the OPDC both within and outside the organisation

**Strategic Thinking**…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.Level 3 indicators of effective performance* Translates OPDC vision and strategy into practical and tangible plans for own team or delivery partners
* Consistently takes account of the wider implications of team’s actions for the OPDC
* Encourages self and others to think about organisation’s long term potential
* Informs strategy development by identifying gaps in current delivery or evidence
* Takes account of a wide range of public and partner needs to inform team’s work

**Managing and Developing Performance**…is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the OPDC Objectives and statutory obligationsLevel 3 indicators of effective performance* Motivates and inspires others to perform to their best, recognising and valuing their work and encouraging them to learn and reflect
* Sets clear direction and expectations and enables others to interpret competing priorities
* Agrees and monitors challenging, achievable performance objectives in line with GLA priorities
* Manages performance issues effectively to avoid adverse impact on team morale and performance
* Promotes a positive team culture that respects diversity and deals with barriers to inclusion

**Problem Solving**… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.Level 3 indicators of effective performance:* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**Research and Analysis**… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.Level 3 indicators of effective performance:* Expands networks to gain new information sources for research and policy

development* Identifies and implements methods to ensure intelligence is of a high quality
* Encourages others to analyse data from different angles, using multiple perspectives to identify connections and new insights
* Tailors research investment in line with likely impact for Londoners and policy priorities
* Retains a bigger picture view, ensuring research recommendations are appropriate and practical for the OPDC and its stakeholders

**Planning and Organising** … is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.Level 3 indicators of effective performance:* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**Organisational Awareness** … is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the OPDC and shaping our approach accordingly.Level 3 indicators of effective performance:* Uses understanding of differences between the OPDC and its partners to

improve working relationships* Helps others understand the OPDC and the complex environment in which

it operates* Translates changing political agendas into tangible actions
* Considers the diverse needs of Londoners in formulating OPDC objectives
* Helps others understand how the media and external perceptions of the

GLA influence work |