

## Economic Resilience Project Manager - Grade 14

In Kirklees, building Economic Resilience (ER) is about working with the **BUSINESS** community and partners to create more and better jobs, supporting local **PEOPLE** to have skills and qualifications to be successful. It's also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality **PLACES and connectivity** where people want to live and work and having the right infrastructures that build confidence and investment into Kirklees.

The focus of ER activity is set out against these three key themes of **Business, People and Places**. This will ensure greater prioritisation of resources and new and different ways of working which are focussed around the Kirklees Economic Strategy (KES).

As a Project Manager, you will play a vital role in leading, developing, commissioning and delivering key initiatives which support economic growth and prosperity in Kirklees. You will lead and provide expertise in the key ER themes whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the KES. We are looking for people who demonstrate all of the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative and highly collaborative team which aims to exemplify 'New Council' ways of doing things.

### The Job

You will play a vital role to ensure delivery and the implementation of projects in line with the KES. You will take a lead role in a project, area of specialism and in leading multi-disciplinary teams.

You will work to ensure greater prioritisation of resources and focus on key initiatives which include business growth, strategic employment and housing sites, skills, placemaking, cultural development, connectivity and community economic development as part of the way to achieve the desired change.

You will have day to day responsibility for one or more projects and programme areas, leading teams, overseeing implementation activities and ensuring all partners and stakeholders are effectively engaged to maximise outcomes.

You will provide expertise and insight and work collaboratively to deliver or commission the activity and plans needed to implement the core aspiration of the KES.

You will be working to ensure Kirklees has high quality places, environment and infrastructure that support business, health and quality of life.

Having a positive approach to change is important to us, alongside sound project management, collaboration and leadership skills.

This role will require you to act as a positive champion for our approach to delivering ER. You will be ambitious and committed to implementing change in a complex environment. You will have the ability to influence others and lead and support teams effectively.

Whilst you may have an area of specialism, it is the expectation that you will work across different areas of the ER theme; development will be provided where necessary.

### Job Checklist

- Provide effective leadership and ensure priority projects and work areas are delivered.
- Ensure that dependencies between projects and wider strategic changes are understood, tracked and well managed.
- Take a commissioning approach and lead the preparation of feasibility studies, business cases, bids and reports.
- Establish, build and maintain effective relationships with internal and external stakeholders to ensure opportunities to deliver ER priorities are maximised.
- Lead the delivery of complex projects to agreed specifications, timescales and budget.
- Work closely with other managers and stakeholders to support service delivery.
- Support and / or mentor other members of the team to deliver agreed objectives to a consistently high standard, using coaching techniques.
- Ensure that dependencies between projects and programmes are understood and well managed.
- Actively seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Work within the City Region to maximise investment opportunities.
- Communicate effectively, both verbally and in writing, to a range of audiences including businesses, training providers and investors.
- Contribute to the development and implementation of strategies to promote the district, attract business and investment.

Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be highly motivated and your behaviour, experience and knowledge will give you the credibility that you need to build effective working relationships, both internally and externally to the organisation, to ensure you effectively lead and deliver on key ER priorities.

You will be a strategic thinker, able to understand how your work contributes to the delivery of ER and how Kirklees can work with partners locally, regionally and nationally.

You will use your initiative and judgement to lead your work programme and team on a day to day basis. You will be adept at managing a complex workload and competing priorities.

You will be a strong communicator with proven leadership and influencing skills. You will have high standards and a reputation for delivering excellence.

You will have a strong customer focus and proven ability to make a difference, with a focus on delivering positive outcomes.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation

This role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#).

## Person Checklist

- Recognised technical expertise and experience in a discipline which supports Economic Resilience and growth, such as Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development, including relevant legislation (evidenced through qualifications and/or equivalent experience).
- Proven ability to lead and implement large and complex projects with extensive experience in working collaboratively and in partnership.
- Understanding of a commissioning role and the intelligent client approach.
- Experience of leading multi-disciplinary teams including matrix management.
- Ability to develop and maintain effective, professional relationships with Councillors, Senior Managers, Stakeholders, partners and external agencies and operate within Commercial and Third Sector Environments.
- Ability to manage competing priorities, to work independently and deliver to agreed deadlines.
- Proven ability and experience in implementing and managing strategies and plans.
- Knowledge and experience in analysing detailed proposals from businesses and other partner organisations.
- Forward thinking, proactive and able to work collaboratively to manage complex, high value projects, including managing budgets and contracts.
- Extensive experience of contributing to the development of and writing funding bids and reporting to funders.
- Ability to write clear and concise reports and other forms of communication and to adapt communication style to meet the requirements of the audience.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you met the requirements of the job as described under 'The Person' and 'Person Checklist'.