



Proffil Swydd/Job Profile

Teitl y Swydd

Post Title – Swansea Bay City Deal Programme Director

Adran	
Department	Swansea Bay City Deal Programme Management Office
Gradd/Grade	HOS - £88,478 - £94,373
Rhif y Swydd/Post Number	TBC
Paratowyd Gan/Prepared By	Swansea Bay City Deal Programme Office
Dyddiad Paratoi/Date Prepared	June 2019

Main Purpose of Job

- To be accountable to the Swansea Bay City Deal Joint Committee in delivering its vision and aspirations for the region
- To ensure successful delivery of the agreed Swansea City Deal programme, effectively delivering its projects, achieving sustainable growth and unlocking further government and investment funding
- To develop and maintain effective relationships with all public and private partners across the region and ensure commitment to the City Deal vision
- To assist in developing the profile of the Swansea Bay City Deal Region as a place to live, work and invest

Key tasks/responsibilities

1. To work with the Joint Committee to deliver the city deal priorities and projects within the relevant timescales and to ensure the successful co-ordination of a portfolio of projects across a range of partner agencies, ensuring that the programme is joined-up and coherent
2. To be responsible for coordinating the programme management underpinning the City Deal and ensure that develops into a robust supporting framework which assists in the successful delivery of outcomes
3. To effectively establish and manage the Swansea Bay City Deal Programme Management Office ensuring that it becomes a value-added resource for the region based on P3M3 project management principles
4. To put in place the key structures in order to identify and agree the local and national indicators that will measure the success of the City Deal
5. To assist and support all partners to follow the City Deal governance arrangements and to successfully manage the approval of project business cases
6. To interface with the wider Welsh and UK Government in pursuit of this and any other potential sources of investment
7. To build strong and productive partnership with the private sector throughout the Swansea Bay region and seek further opportunities for private investment in the City Deal
8. To Keep abreast and devise new strategic thinking aimed at developing innovate and creative solutions that address the challenges and impediments to economic growth across the region
9. In liaison with the Economic Strategy Board, develop a new approach to the foundational economy throughout the region and link into government strategies on this, especially in terms of local procurement
10. To effectively communicate the vision of the City Deal both within the region and across the wider UK and internationally
11. To ensure there is effective financial management and reporting to maximise the use of resources available and to ensure that there is effective resourcing of agreed priorities

12. To report progress and issue in terms of project implementation and management and management to the Joint Committee, Programme Board and the Economic Strategy Board and to seek solutions to any problems that may arise
13. Provide comprehensive performance monitoring data to the Joint Committee any other identified stakeholders
14. Ensure there is comprehensive and pro-active stakeholder engagement across partner agencies, local councils, businesses and other sectors

Responsible for staff/equipment

Responsible for recruitment and management of Programme Management Office

Reporting to

Swansea Bay City Deal Joint Committee

Criteria	Essential
Qualifications/ Vocational training/ Professional Memberships	<ul style="list-style-type: none"> • Educated to degree level in relevant subject or equivalent experience • Programme / Project management qualification (e.g. PRINCE2, AGILE) • Demonstrable continuing professional development
Job Related Skills/ Competencies	<ul style="list-style-type: none"> • Deciding & Initiating Action Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity • Leading & Supervising Provides other with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre • Adhering to Principles & Values Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment • Persuading & Influencing Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others • Presenting & Communicating Speaks clearly and fluently; Expresses opinions, Information and key points of an argument clearly; make presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility • Formulating Strategies & Concepts Works strategically to realise organisational goals; Sets and develops strategies; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones • Adapting & Responding to Change Adapts to changing circumstances; accepts new ideas and change initiatives; Adapts Interpersonal style to suit different people or situations; shows respect and sensitivity towards cultural and religious

	<p>differences; Deals with ambiguity, making positive use of the opportunities it presents</p> <p><u>Analysing</u></p> <ul style="list-style-type: none"> Analyses numerical data, verbal data and all other sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information and analysis; produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be part of a much larger system Political sensitivity – Excellent political sensitivity and judgement, and the ability to work with both governments and councils; Confident in managing sensitive and political issues; Effective use of diplomacy
Knowledge	<ul style="list-style-type: none"> Wide knowledge of local, regional and National Government and agencies, the business community and other relevant external organisations Good understanding of National Government and local authority decision-making processes and local government finance A clear understanding of National Government's agenda for Local Government at both UK and Wales levels A thorough understanding of key governance principles
Experience	<ul style="list-style-type: none"> Experience of leading large and complex programmes to deliver successful outcomes within associated compliance strategies Experience of planning and implanting large, complex programmes to strict deadlines by marshalling resources across organisational boundaries Extensive experience of portfolio / project management Substantial partnership working with a range of internal and external organisations to deliver common objectives Significant and recent experience of successful management at a senior level covering a diverse range of key, high profile Public and Private Sector organisations Track record of operating at a senior level, managing complex and varied stakeholder relationships effectively Proven ability to lead multidisciplinary, cross organisational teams Proven ability to find creative and innovative solutions to complex problems and to work with a range of partners to implement them.
Personal qualities	<ul style="list-style-type: none"> Strategic approach and vision to deliver large complex programmes Takes a collaborative approach to partnership working Makes informed decisions based on sound information and experience Self-motivated with a flexible and adaptable approach to work Ability to work under pressure and to tight time scales Have the ability to create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds Excellent Interpersonal skills and the ability to build successful relationships and trust with a wide range of partners

	<ul style="list-style-type: none"> Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability
	Desirable
Experience	<ul style="list-style-type: none"> Experience of leading special initiatives in support of economic and social objectives Experiences of reporting to Joint Committees / Boards

Language/ Communication Skills	Spoken Level	Written level
Welsh	Level 2	Level 2
English	Level 5	Level 5

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS
DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: <input type="text" value="Indicate Requirement in Boxes"/>

NO DBS CHECK REQUIRED	<input checked="" type="checkbox"/>
Section A – type of disclosure	
STANDARD DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE WITH BARRED LIST CHECK	<input type="checkbox"/>
Section B – workforce type	
CHILD WORKFORCE	<input type="checkbox"/>
ADULT WORKFORCE	<input type="checkbox"/>
CHILD AND ADULT WORKFORCE	<input type="checkbox"/>
OTHER WORKFORCE	<input type="checkbox"/>

JUSTIFICATION
Please refer to guidance and/or your HR Advisor before deciding whether this post requires a DBS Check. Record your reasons here. <input type="text"/>

ANY OTHER INFORMATION

This is a high profile and critical role tasked with establishing and running the programme management office for the Swansea Bay City Deal plus co-ordinating its portfolio of regional projects.

The City Deal includes funding from the UK and Welsh Governments, the public sector and the private sector. This presents a huge opportunity for an ambitious and experienced senior manager/leader to work in South West Wales. We are particularly looking for candidate with demonstrable skills in terms of project and programme management and an ability to work across organisational boundaries in both public and private sectors.

Politically Restricted Post: which requires the post holder to be politically neutral

We are committed to helping people live, work and access services in their language of choice, therefore the ability to communicate in Welsh is advantageous. We have a range of flexible options to help you reach the required standard for this post.