

Title: Midlands Engine Development Corporation Programme Director	Department : Place	Post Ref.
Job Purpose To direct and manage the Midlands Engine (ME) Development Corporation Programme and work-streams resulting in the submission of a business case to Government and, subject to approval, the mobilisation of the new body. To actively support the evolution of proposals and business cases for the developments at the HS2 site at Toton, the power station site at Ratcliffe on Soar and the airport area at East Midlands Airport. To develop and maintain effective relationships with Government, and other regional and local partners including LEPs, Local Authorities, Universities and business groups.		
Key Responsibilities 1. Direct responsibility for both programme and commissioned teams, the role demands co-ordination of effort across the different multi-disciplinary teams ensuring alignment and integration of workstreams. 2. To ensure the identification, creation and funding of business cases in accordance with the strategic agenda set by the Board, maintaining and developing effective relationship with the relevant internal and external stakeholders. 3. Ensure that those projects and programmes within this portfolio are being developed in accordance with Government guidance and that the appropriate governance processes are in place and being adhered to. 4. Develop and maintain a resource plan and strategy for the Development Corporation programme plan, ensuring that internal and external resources are available as and when required. Responsible for all project finances, including the management of budgets and the monitoring and delivery of any savings associated with the project. 5. To provide technical expertise & knowledge during the development and delivery of projects and programmes within this portfolio. 6. To prepare reports/briefing notes for the Executive Group and Oversight Board and other appropriate ME and local governance structures. 7. To assist in the selection, recruitment/procurement and appointment of consultants and/or specialists who may be required in development of the projects and programmes within this portfolio.	Key Accountabilities 1. Manage the Programme Team and client commissions to deliver a robust business case to Government, monitoring progress and ensuring work programmes are effectively delivered to result in the creation of an appropriate new locally led development body. 2. Liaison and negotiation with Government, building the case for the development corporation programme and in-scope projects. 3. Establish, manage and communicate programme governance as agreed by the ME Executive Board, including maintenance of clear and auditable decision making processes. 4. Provide sound leadership and management to the Programme Team and commissioned team, ensuring that all team members and commissions are effectively managed and contribute cohesively to the delivery of strategic priorities. 5. Ensuring a fully costed budget is in place and is effectively forecast and monitored, providing regular board to the Executive and Oversight boards on both overall and project spend. 6. Building upon the stakeholder engagement plan, undertake regular communication and liaison with partners.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification

Education and Knowledge

1. Educated to degree level or with demonstrable equivalent level of experience relevant to managing complex public-private partnerships in a political environment.
2. An in depth understanding of the implications of working for and with senior local politicians in a high profile public service environment including an awareness of, and sensitivity to, the political processes associated with the decision making processes of Combined Authorities (CAs), local authorities and central government
3. An in-depth understanding of national, regional and local development and infrastructure policies, practice and context and the work of associated delivery partners.
4. Understanding of different models and structures for delivery vehicles designed to realise large scale development

Experience

1. A proven track record of delivery at a senior level in a complex partnership environment with a high degree of public scrutiny
2. Experience in establishing effective frameworks for the delivery of major development, regeneration and infrastructure programmes.
3. Experience of leading complex collaborative schemes and initiatives, setting appropriate structures and processes to deliver business objectives
4. Experience in creation and negotiation of complex multi-party service/partnership agreements, clienting large scale commissions
5. A broad range of experience, including in the key areas of operations, commercial, political and people management

Personal skills and general competencies

1. Understanding the partnership – knows the Midlands Engine partnership and its members and what is needed to do the job and make change happen
2. Assessing and appraising complex decisions – processing options and translating policies into practice efficiently and effectively
3. Thinking differently – ability to test the boundaries and established norms to deliver on Midlands Engine priorities.
4. Leading without power – working through networks, influence and collaboration.
5. Focus on outcomes – being action orientated to achieve outcomes and results
6. Being open and receptive – working with partners and various stakeholders, a flexible and adaptable approach to work
7. Self-motivated, committed and enthusiastic, resilient and authentic

Role Dimensions

1. Responsible for up to 10 FTE Programme Team officers and 3 commissioned teams from professional consultancies.
2. Financial responsibility for £2m of HMG funding and other local contributions.
3. Report to Midlands Engine Executive Board Chair and Midlands Engine Operating Board Chair.

Date 23 May 2019