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Closing Date:

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JOB DESCRIPTION

Identification

TITLE : PLACE Strategy Manager - PLACE

GRADE : Grade J SCP 45-49

SECTION : PLACE Strategy Unit

DEPARTMENT : Chief Executive's

Responsible to: Director of Regenerate Pennine Lancashire

Management responsibility for: Principal Strategy Officer (x 1) **or**
Principal Policy Officer (x 1)
(Subject to the consultation process)

Research Officer (x 2)

Job Purpose

1. To lead the development of Pennine Lancashire research, strategies and priorities.
2. To provide strategic policy coordination and management to ensure the PLACE Strategy Unit takes account of partners' roles and requirements.
3. To represent the Director of Regenerate at national, regional and sub-regional strategy and policy meetings.
4. To manage the PLACE Strategy Unit Team.
5. To support the development of shared services and efficiency projects across PLACE local authorities.

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Main Tasks

1. To project manage, and deliver as necessary, externally funded initiatives and projects on behalf of the Pennine Lancashire authorities, taking full budgetary control and responsibility for delivery outcome targets where appropriate.
2. To provide a central point of contact for dissemination of information and advice for the constituent PLACE local authorities and partners.
3. To develop and manage links between the PLACE Strategy Unit, PLACE joint committee, PLACE monitoring function and the Pennine Lancashire Local Authority council committees.
4. To prepare and evaluate reports and briefings that inform the PLACE policy making and strategic management processes.
5. To be responsible for the development and operation of the PLACE Chief Executives and PLACE Leaders' group reporting and communication.
6. To oversee the development and delivery of the Heritage Investment Plan.
7. To oversee the development and delivery of the PLACE Research Plan.
8. To prepare briefings and reports for Pennine Lancashire representatives on external bodies, such as the Lancashire Enterprise Partnership and Regional Leaders Board.

Key Job Activities

1. To provide advice and support to all Pennine Lancashire authorities and other partners relating to the business of PLACE and its constitution.
2. To record and track progress of the Pennine Lancashire Investment Plan.
3. To identify opportunities for funding and subsequently develop funding applications for the PLACE Strategy Unit.
4. To produce reports, on behalf of the Director of Regenerate, for PLACE meetings and Executive Boards within all the Pennine Lancashire authorities and partners.
5. To manage, collate and disseminate information/data on behalf of the PLACE Strategy Unit, including up keep of the PLACE website.
6. To manage budgets and submit claims to external agencies on behalf of the PLACE Strategy Unit.

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7. To work with, and facilitate partnership between, stakeholder organisations in the private, public, voluntary and community sectors as part of their commitment to the Local Investment Plan.
8. To organise ministerial and other VIP visits to Pennine Lancashire to showcase the unique partnership arrangement and the area's Investment Plan priorities.
9. To develop links with others beyond PLACE to ensure that Pennine Lancashire remains at the leading edge of sub-regional working.
10. To lead in the promotion of PLACE activities, and work alongside the Pennine Lancashire council and partners communication teams in the preparation of media releases, media briefings and photocalls.
11. To act as Clerk to PLACE Leaders and Chief Executive meetings – including arranging meetings, minute taking and contributing to the setting of agendas.
12. To provide progress reports for external bodies who provide funding for PLACE.
13. To work constructively with elected members, Chief Executives and other senior officers within all the Pennine Lancashire local authorities and partners, responding to requests, providing reports and liaising with partner agencies to resolve issues.

Abide by the objectives and targets of both the Section and the Department, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.

Fulfill personal requirements where appropriate with regard to Council policies and procedures, particularly health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the Council's Strategic Objectives.

Note: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Council may effect any necessary change in job content, or may require the postholder to undertake other duties, at any location in the Council's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. This will also include weekend working. The Council reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

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PERSON SPECIFICATION

Requirements	Essential (E) or Desirable (D)	To be identified by: Application Form (AF) Interview (I)
<p>Experience</p> <p>Experience of managing staff and teams in order to effectively undertake their roles through continuous professional development, in accordance with the Competency Framework and performance appraisals.</p> <p>Experience of project management and budget management including securing external funding and contributing to the setting and monitoring of relevant budgets and developing/implementing effective auditable monitoring systems.</p> <p>Experience of writing comprehensive reports and articles on a wide range of issues for a broad audience.</p> <p>Experience of policy analysis, development and implementation within a large and complex organisation.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>Knowledge</p> <p>An understanding of the effect of social, political, legislative and financial change on local government and the communities it services and represents.</p> <p>An advanced awareness of the roles of a broad range of other organisations in the public, private, voluntary and community sectors and the contribution they can make to community governance and service delivery.</p> <p>Knowledge of the workings of local government, the public sector and the decision making process.</p> <p>Understanding of the political framework and governance mechanisms of the Pennine Lancashire authorities.</p> <p>Knowledge of management concepts, including budget, administrative, and human resource.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

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Skills / Abilities		
The ability and understanding to contribute to the development of strategy and policy documents.	E	
The ability to operate with awareness and sensitivity in a political environment, working effectively with senior level officers elected members and other partner organisations and agencies.	E	
Ability to hold major direct responsibility for financial resources, involving being accountable for large expenditures from an agreed budget or equivalent income.	E	
The ability to demonstrate high level communication skills both orally and in writing.	E	
Strong organisational skills at a senior level.	E	
Ability to interpret national and regional policy and understand its impact on Pennine Lancashire.	E	
The ability to confidently engage with Senior Government Civil Servants.	E	
The ability to develop strategy and policy within a collaborative setting.	E	
The ability to administer and contribute to complex meetings, and relay this in concise minutes and briefing notes.	E	
Ability to work constructively with and motivate council staff, representative of the Council's partner organisations and service users.	E	
Highly self-motivated, capable of dealing with a demanding workload and consistently delivering to deadline.	E	
To demonstrate a personal commitment to equal opportunities and knowledge of needs of people with different cultural or religious backgrounds.	E	
Qualifications		
Higher level of education (degree level qualification or equivalent experience).	E	
Evidence of a commitment to personal management	E	

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development activity.		
<p>Other</p> <p>This post is politically restricted under Section 2(1) (c) of the Local Government and Housing Act 1989. The holder of this post is disqualified from being a member of other local authorities. Member of Parliament or Member of the European Parliament. In addition, the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any way for a political party.</p>		