

Job Description

GO TRADE Project Manager

Final

Date: August 2017

POST:	GO TRADE Project Manager
SERVICE:	Regeneration and Economic Development
SECTION:	Economic Development
BAND:	10
REPORTS TO:	Economic Development Team Manager
RESPONSIBLE FOR:	N/A
TYPE:	Hot desking in Basildon Centre and other international locations

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

The post holder will take on a leadership and co-ordination role in regard to the GO TRADE project, driving forward delivery of this cross-border programme using markets as a focus for town centre regeneration, part financed by the European Regional Development Fund through Interreg VA Channel. The responsibilities include managing a partnership of 16 partners from local authorities and trade organisations across Southern UK and Northern France ensuring spend against budget profiles and achievement of outcomes.

GENERAL INFORMATION

Basildon Borough Council is committed to achieving sustainable regeneration and economic development in the Borough that benefits all sectors of the community. This is to be achieved without sacrificing the local environment and with adequate infrastructure in place to support growth. Economic growth is one of the Council's key priorities and GO TRADE is an integral part of the Council's ambition to regenerate the Borough's town centres, increase start up opportunities and at the same time support existing commercial activity.

The post is part of the Economic Development Team which is responsible for the Council's supporting the growth of the local economy including skills and employment Initiatives, business support and innovation, inward investment and international relations.

DUTIES

1. To lead the successful delivery of the GO TRADE project, by monitoring and enabling implementation of all activities on budget and on schedule across the entire 16 partner cross-border partnership.

2. Chair GO TRADE project monitoring committee meetings, which involve all 16 cross-border partner organisations, ensuring the meetings are effective.
3. Managing and monitoring the delivery of the programme of activities by 16 project partners across Southern UK and Northern France, ensuring all achieve their outcomes on time and on budget. Also using highly experienced and developed negotiation skills to re profile budgets and outcomes between partners where necessary.
4. Ensure the GO TRADE project meets its contractual target outputs and milestones and qualitative outcomes agreed with the Interreg VA Joint Secretariat.
5. Engage with the Interreg VA Joint Secretariat on a regular basis and also with senior representatives across British and French local authority partners to shape progress towards achieving GO TRADE project contractual targets.
6. Responsible for financial management of GO TRADE project – worth over €5.6m over three years. This includes the budget setting and monitoring, reporting, preparation, production and submission for all regular progress reports and financial claims associated with the GO TRADE cross-border project, ensuring all partners submit their information on time and in accordance with EU legislative audit requirements.
7. Provide expert and specialist advice and support to the GO TRADE project partners and internal delivery team. Including providing advice on EU legislation/regulations and Interreg audit and procurement requirements.
8. Maintain a comprehensive awareness of European trends and policies affecting Basildon Borough and South Essex economy, within the context of the role of the Basildon Borough Council, and in particular in the area of trade, regional and European policies and strategies and best practice. Also to analyse highly complex issues and produce reports to Councillors and the Senior Management team.
9. Producing bilingual (French/English) complex reports and presentations to partners and external bodies such as the EU Commission and high level audiences, including national and international Local Authorities.
10. Lead Basildon Council delivery team in the implementation of the GO TRADE project using effective project management skills and knowledge including the application of recognised project management methodologies.
11. To lead the preparation for major events/visits with business partners, government agencies, project partners. Including travel arrangements, briefings and presentations and multifaceted and complicated information to audiences of different

languages and cultures. Also responsible for participants health and safety arrangements.

12. Responsible for planning and preparing GO TRADE related multi lingual publicity and communication; including the design and production of leaflets, exhibition material and other public information documentation as required. Ensuring that all relevant Council Directorates, businesses, partners, community organisations, amenity and minority groups, external agencies and Governmental Bodies are consulted/involved as appropriate. Also ensuring EU/Interreg publicity standards and guidelines are being followed by all partners.
13. To support the GO TRADE partners, Senior Management team and Councillors through the preparation of briefs, presentations and planning for meetings and events associated with the Council's regeneration/economic development agenda.
14. To manage and support the maintenance of effective and professional relationships with services within Basildon Borough Council in support of the project. Also to provide ongoing training and development to staff in other services involved in the project and providing specialist advice and support.
15. Maintain a thorough awareness for funding opportunities and guidelines, procurement regulations and project management keeping abreast of best practice and review innovative methods in pursuit of their tasks.
16. Ensuring appropriate resources to support the delivery of projects are procured in the appropriate manner in accordance with Council procedures and OJEU regulations.
17. Any other duties relevant to the GO TRADE project, which may arise from time to time. These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
18. Undertake all the duties within the framework of Equal Opportunities.
19. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management

PERSON SPECIFICATION

Position Title:	GO TRADE Project Manager	Date Prepared:	August 2017
Department:	Economic Development	Band:	10

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Demonstrable experience of at least 5 years' experience of working at European level developing partnerships and business opportunities with in depth knowledge of EU policies and funding instruments	✓		AF/I
1.2	Experience of successful project management, co-ordination and delivery of large EU or externally funded programmes including cost centre management, ie financial management experience and the audit requirements in relation to EU projects	✓		AF/I
1.3	Knowledge and understanding of regional, national and international stakeholders and strategies in relation to trade, inward investment and EU funding opportunities	✓		AF/I
1.4	Experience in the use of Project Management software and Microsoft Office package	✓		AF
2.	COMPETENCIES			
	DECIDING AND INITIATING ACTION			
1.1	<ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity 	✓		AF/I/T
	RELATING AND NETWORKING			
3.1	<ul style="list-style-type: none"> a) Establishes good relationships with customers and staff b) Builds wide and effective networks of contacts inside and outside the organisation c) Relates well to people at all levels d) Manages conflict e) Use humour appropriately to enhance relationships with others 	✓		AF/I/T
3.2	PERSUADING AND INFLUENCING	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> f) Makes a strong personal impression on others g) Gains clear agreement and commitment from others by persuading, convincing and negotiating h) Promotes ideas on behalf of self or others i) Makes effective use of political processes to influence and persuade others 			
3.3	<p>PRESENTING AND COMMUNICATING INFORMATION</p> <ul style="list-style-type: none"> a) Speaks clearly and fluently b) Expresses opinions, information and key points of an argument clearly c) Makes presentation and undertakes public speaking with skill and confidence d) Responds quickly to the needs of an audience and to their reactions and feedback e) Projects credibility 	✓		AF/I/T
4.3	<p>ANALYSING</p> <ul style="list-style-type: none"> a) Analyses numerical data, verbal data and all other sources of information b) Breaks information into component parts, patterns and relationships c) Probes for further information or greater understanding of a problem d) Makes rational judgements from the available information and analysis e) Produces workable solutions to a range of problems f) Demonstrates an understanding of how one issue may be a part of a much larger system 	✓		AF/I/T
6.1	<p>PLANNING AND ORGANISING</p> <ul style="list-style-type: none"> a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones 	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.2	Educated to degree level or equivalent experience	✓		AF
3.3	Fluent in written and spoken English and French	✓		AF/I/T