

Officer Decision Report

Lee Heley, Corporate Director Place and Economy

Temporary Externally Funded Post in the Economic Growth Service

PURPOSE OF THE REPORT

The Council has previously highlighted the importance of developing the capacity to deliver projects at significant scale, in particular on its capital schemes. The report set outs the rationale for a temporary externally funded post in the Economic Growth Service to support the delivery of levelling up work in 2024/5. The post is titled the Levelling Up Projects Manager and is set at Grade 10.

EXECUTIVE SUMMARY

The Council is set to receive very substantial funding under the government's Levelling Up agenda from next financial year, in addition to the funding it has already received.

- The Council expects to deliver nearly £40m of capital projects from the Levelling Up Fund, Capital Regeneration Project and matched funding to March 2026 in Clacton and Dovercourt
- The Council expects to receive up to £20m in 2024/5 to deliver capital schemes in Clacton / Jaywick to support levelling up ambitions under the Levelling Up Partnership.
- In addition, the Council expects to receive the first instalment of funding as part of ten year Long Term Plan for Towns funding this summer.
- The Town Centre Accelerator is also taking place in Dovercourt over the same time period.

As a result, there are constraints on the Council's capacity to deliver the increased number of projects, in addition to business as usual. However, the funding for delivery is short term and so the capacity needs to also be short term.

We have approached Public Practice to recruit a new member of staff on a one year fixed term contract. Public Practice is a well respected not for profit company limited by guarantee. The organisation aims to support the public sector build and develop their place making leadership capabilities. Public Practice places mid-career level built environment practitioners looking for a career change, into public sector organisations.

The new post is a Projects Manager role reporting to the Regeneration Programmes Manager, Samantha Jones, who in turn reports to the service's Assistant Director, Mike Carran.

There has already been a general recruitment process by Public Practice for a pool of associates to be placed in public sector organisations. The Council submitted an Expression of Interest before Christmas. Public Practice has informed the Council that there is a candidate they could match to us, once we have formally created the post, and signed the agreement with the Public Practice.

FINANCE AND OTHER RESOURCE IMPLICATIONS

A Grade 10 post is £44,428 – £47,420 with 30% on costs, so a maximum funding requirement of £61,646. There is also a £7,200 fee to public practice (£6,000+VAT).

The job description (attached) is based on the Project Manager already working on the Levelling Up Fund.

In addition to the main project funding for the different levelling up schemes, we have also been promised, and received, capacity funding to support delivery. DHLUC wrote on 11 July 2023 to provide a capacity payment.

I am writing to inform you that, as a grant recipient of the Levelling Up Fund (LUF), you are eligible to receive a Capacity and Capability grant payment for the 2023-24 financial year. This payment is being provided to help mitigate any immediate delivery issues you may be encountering in delivering your LUF-funded projects. The aim of this grant is to enable you make continued improvements in your capacity to accelerate and unblock the delivery of your LUF project(s). For example, you may wish to utilise the funding to either fund delivery staff directly or secure delivery consultants to accelerate delivery.

In December 2023 we took a report to Cabinet on funding for Levelling Up which set out the different levelling up schemes and associated capacity funds. The report stated: *The Council has received a £70,000 capacity payment from DLUHC, to facilitate the delivery of the existing Levelling Up Fund project, the Clacton Civic Quarter. This payment is not ringfenced so could be used to fund resources, which can support delivery of other projects which fall under the Levelling Up banner.*

As a result it is proposed to use the £70,000 capacity payment for the Levelling Up Fund Project to pay for the costs associated with paying for and recruiting the new Levelling Up Project Manager. As stated in the Cabinet report, the Project Manager will support a range of projects under the levelling up banner, rather than being restricted to just the Levelling Up Fund projects.

The Corporate Director for Place and Economy will also enter into the relevant agreements with Public Practice to enable the placement to begin.

APPENDICES

Annex 1 – EOI to Public Practice – updated with further background information

Annex 2 – Job Description for the post

Annex 1: Public Practice

1 EOI FORM: SPRING 2024 PLACEMENTS

AUTHORITY CONTEXT

Please outline the context. E.G organisational/political landscape, challenges or opportunities unique to your Authority, details of any recent funding received or specific flagship programmes (Minimum 100 words, maximum 200 words).

Tendring District is a diverse place in North Essex, with 36 miles of beautiful coastline and a rural hinterland. It includes the seaside resort of Clacton on Sea and the Port of Harwich, alongside smaller towns like Brightlingsea and Manningtree.

Tendring has high levels of coastal deprivation and has been designated a priority “Levelling Up” area. Clacton has received Levelling Up Funding and Levelling Up Partnership funding worth £40m, the majority of which needs to be delivered in 2024/5. Some projects are underway, but projects for the Levelling up Partnership are still in early development.

In addition, Clacton has also been chosen to benefit from the Long Term Plan for Towns initiative, with £20m endowment-style funding, which will provide longer-term funding certainty. In order to deliver this, we will need to build a local partnership; create a clear plan for delivery; work with government; and involve local people from the outset.

We want to crowd-in investment to support long-lasting change. To this aim we want to have both a focus on long-term strategic transformations as well as shorter-term improvements. The funding will be focused on the issues that matter most to local people, such as high streets, culture, heritage and regeneration, health, and public safety and security.

THE ROLE

Please summarise the placement, including the purpose of the role, details and context of any specific projects they will work on and opportunities for proactive, innovative or cross-cutting work and an understanding of the team size/level of support the Associate will receive (Minimum 100 words, maximum 200 words).

The role is an exciting opportunity to join a team providing project management capacity in the Place and Economy directorate. They will be supporting the delivery of the Levelling Up Partnership projects and Long Term Plan for Town’s projects, working with officers across all departments and with partners such as Essex County Council, and the newly formed Town’s Board.

There will be a focus on the development and delivery of mainly capital projects, with some revenue projects, and it will be an opportunity to help shape regeneration investment and delivery in the short and longer term within Clacton and surrounding areas. The projects will be developed in line with the priorities agreed through the Levelling Up Partnership and the new Investment Plan for Clacton Town Centre.

6 KEY RESPONSIBILITIES

1. Collaborate with central government, funding bodies, and local partners to articulate the case for investment in Clacton, helping develop business

cases, and to build strong partnerships for joint action. 2. Identify and develop projects from inception and feasibility work through to the development of specific project proposals. 3. Support community engagement in Clacton and Jaywick underpinning levelling up projects. 4. Manage the delivery of specific projects, including: a. identifying risks and issues, developing suitable mitigations b. maintaining project plans and controlling delivery timescales (being especially mindful of funding deadlines) c. managing resources and budgets. d. monitoring and reporting on projects and programmes in line with the local authority and central government guidelines. 5. Prepare and present reports to the Town's Board for Clacton, and the relevant council committees, ensuring a high standard of written and oral presentation. 6. Work closely with internal stakeholders such as Finance, Legal and Planning.
Please specify any essential skills, requirements, specialisms or relevant experience that the role would require. What is essential to success in this role? (Minimum of 3) 1. Experience of working in a complex and diverse organisation at a senior level undertaking similar functions and duties to those in the job description 2. Project management and effective budget management skills - being able to plan, manage, and implement projects working within time and budget constraints. 3. Expertise - a consistent record of providing sound professional advice and building success through effective and productive working relationships. 4. Collaboration– able to work inclusively with partners, being able to negotiate, influence others and build relationships. 5. Communication – able to communicate with key stakeholders, write reports, present confidently, and engage with the public. 6. Awareness of working within a political environment. 7. Demonstrable literacy and numeracy skills. 8. IT literate - Proficient in MS-Word, Powerpoint, Excel and Outlook
Please specify any qualifications or professional memberships deemed essential for this role. Level 6/7 Project Management qualification (commensurate knowledge gained through experience and personal development will be considered). A Level 4/5 Leadership or Management qualification (commensurate knowledge gained through experience and personal development will be considered).

Will the postholder have any Line Management responsibilities?	
	• NO

TENDRING DISTRICT COUNCIL

ROLE DESCRIPTION

Role Title: Projects Manager (Levelling Up)

Post No:

Department: Economic Growth & Leisure

Grade: 10 (37 hours per week)

Managed by: Regeneration Programme Manager

1 Main Purpose of the Role

- 1.1 To provide corporate management / project capacity in support of the Corporate Director for Place and Economy. The post holder will support Levelling Up Partnership projects and Long Term Plan for Towns' projects with Officers across all departments and with partners such as Essex County Council.
- 1.2 A proportion of the role will necessitate working at a strategic level with public and voluntary sector partners to jointly develop and deliver projects within the guidelines of the relevant government funding agreements.
- 1.3 To provide advice and guidance on all aspects of the Council's Levelling Up priorities in connection with economic growth

2 Principal Activities

- 2.1 To provide advice to Members and Senior Officers of the Council within the remit of the role and to provide productive working relationships.
- 2.2 To prepare and present reports to Council, Cabinet, Committees, Management Team ensuring a high standard of written and oral presentation.
- 2.3 Liaising with the Portfolio Holders or Committee Chairs as appropriate and a wide range of external organisations relevant to the work of the position.
- 2.4 To manage all resources, including financial, as allocated.
- 2.5 To provide leadership and management to staff engaged in projects. This will impact on meeting the requirements of staff's learning and development, appraisal, discipline and absence including addressing individual poor performance and fostering effective teamwork.
- 2.6 Leading by example and contributing to the Council's objectives; providing a customer focussed electronically driven service that meets the needs and expectations of the user.
- 2.7 Project managing temporary work groups if required.
- 2.8 Such other duties as may be required by the Council from time to time.

3 Corporate Responsibilities

- 3.1 Must contribute to high quality management standards and best practice across the service, reflecting the values of the Council and provide, through positive example, a clear sense of direction and purpose to employees.
- 3.2 Maintain a constant focus on service improvement within the Council seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.
- 3.3 You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

4 Special Conditions

- 4.1 Fundamental to the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures associated with the role, adopting professional techniques and good practice at all times.
- 4.2 You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.3 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- 4.4 The above duties may involve having access to information of a confidential nature, which may be covered by the GDPR/Freedom of Information Act, Council Policies in respect of confidentiality and storage must be followed at all times.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

OFFICIAL SENSITIVE
TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Role Title: Project Manager (Levelling Up)

Post No:

It will help the assessment of your application if you ensure it addresses how you meet each of the requirements set out in this document. If appropriate, please set out the actions you are willing to take to close any gaps.

PROFESSIONAL & TECHNICAL DEVELOPMENT

9. Level 6/7 Project Management qualification (commensurate knowledge gained through experience and personal development will be considered).
10. A Level 4/5 Leadership or Management qualification (commensurate knowledge gained through experience and personal development will be considered).
11. Experience of working in a complex and diverse organisation at a senior level undertaking similar functions and duties to those in the job description.
12. A consistent record of providing sound professional advice and building success through effective and productive working relationships.
13. Effective budget management skills.
14. Demonstrable literacy and numeracy skills.
15. Proficient in MS-Word, Excel and Outlook
(a Level 2 IT qualification would be an ideal way to demonstrate this).
16. Eligible to work in the UK.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection

decision: 3.2 Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and or others
- d. Makes effective use of (internal) political processes to influence and persuade others

3.3 Presenting and Communicating Information

- a. Speaks clearly and fluently
- b. Expresses opinions, information and key points of an argument clearly;
- c. Makes presentations 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.

5.2 Creating and Innovating

- a. Produces new ideas, approaches, or insights
- b. Creates innovative processes, products or designs
- c. Produces a range of solutions to problems
- d. Seeks opportunities for organisational improvement
- e. Devises effective change initiatives

OFFICIAL SENSITIVE6.1 Planning and Organising

- 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.

7.2 Coping with Pressure and Setbacks

- a. Works productively in a high pressure environment
- b. Keeps emotions under control during difficult situations
- c. Balances the demands of a work life and a personal life
- d. Maintains a positive outlook at work
- e. Handles criticism well and learns from it

8.1 Achieving Personal Work Goals and Objectives

- a. Accepts and tackles demanding goals with enthusiasm
- b. Works hard and puts in longer hours when it is necessary
- c. Identifies development strategies needed to achieve career goals and makes use makes use of developmental or training opportunities
- d. Seeks progression to roles of increased responsibility and influence

Applicants should note:

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to fully meet the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*