



**West
Northamptonshire
Council**

JOB DESCRIPTION

Job title:	Innovative Flood Resilience Project Manager
Location:	One Angel Square - Northampton
Salary:	£39,456 - £43,273
Directorate:	Place, Economy and Environment
Division:	Assets and Environment
Team:	Flood and Water Management
Responsible to:	Innovative Flood Resilience Programme Manager
Directly responsible for:	N/A

JOB PURPOSE

The Northamptonshire Innovative Flood Resilience project is one of 25 national Environment Agency funded projects. The aspiration of the Northamptonshire project is to trial new ways to improve flood resilience in two discrete catchments, at three levels: catchment, community and property level.

This is a 6-year project, led by West Northamptonshire Council, in partnership with North Northamptonshire Council, and in collaboration with a number of project partners that will deliver nature-based solutions / natural flood management, community resilience measures and property flood resilience, across the two catchments.

This role is for a project manager to lead on specific elements of the project, working with the project partners and wider stakeholders to deliver the project objectives to time, to budget and to high quality. The role would suit experienced project managers from a range of sectors including flood and water management.

KEY RESULT AREAS

1. In collaboration with the Steering Board and the Project Team, scope, co-design and further develop the five work packages to deliver the key project outputs.
2. Support the overall delivery of the five key work packages to ensure project outputs are delivered on time, to scope, quality and to cost.
3. Procure and manage consultants and specialists brought in to deliver on varied elements of the project.
4. Contract administration, including invoicing, forecasting, schedule management, quality documentation.
5. Develop highly effective relationships with stakeholders and partners to ensure that the project is communicated and delivered to a high standard.
6. Budget and project management on discrete elements of the project taking responsibility for timely and efficient delivery, proactively monitoring their progress, resolving issues and initiating appropriate corrective actions as necessary.
7. Advise, prepare information/ management reports for project boards, financial monitoring and others as required.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
	Degree in a relevant subject (business management, project management or environment or science-based subject)	Project Management qualifications e.g. Prince 2 or Agile
Experience and Knowledge	Essential	Desirable
	Experience of managing projects including planning, budget management, contract management, procurement and risk management	General knowledge and understanding of flood risk management
	Experience of working with and managing external consultants and specialist companies	Experience of natural flood management and property flood resilience practices
		Experience of managing teams
		Experience of working in local government organisations, sensitivity to the political environment, and evidence of working constructively with elected Members, partner organisations, and staff at all levels
		Experience of working with partners so as to achieve mutual benefits
Attributes		
	Ability to present and report to senior management and wide range of stakeholders	Commitment to community empowerment, and experience in consulting and engaging with volunteers, community representatives and diverse communities
	Strong analytical skills with the ability to analyse, translate, present and disseminate complex information	

	Ability to find creative and innovative solutions, make recommendations, and take decisions leading to positive action	
	Written and spoken English fluency	
	Demonstrable track record of excellent organisation, time management and attention to detail	
	Excellent interpersonal skills, listening and communication skills, including negotiating, influencing and challenging	
	Ability and willingness to undertake travel to and within Northamptonshire, and throughout the UK, where required for meetings and other work related circumstances	
Equal Opportunities	Essential	Desirable
	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	