

Senior Project Officer (Town Centres)

Grade : D (Senior)

Salary Range : £42,667.21 to £53,296.81

Job Description

As a Senior Project Officer for RDA, you will play a pivotal role in project managing the development, delivery and implementation of regeneration schemes. As well as developing successful working relationships with stakeholders and partners, you will need to apply effective project management methodology to ensure successful delivery of projects.

You will be able to identify and carefully evaluate risks associated with the delivery of projects and seek to mitigate the exposure of RDA and Rochdale Council to these risks. The role also includes monitoring of project budgets, determining that appropriate resources are available for the delivery of the project and exploring external funding opportunities. This will involve preparation and submission of budget-monitoring forms and grant funding bids.

Working alongside public and private sector partners including developers, TfGM, Homes England and the Greater Manchester Combined Authority, your responsibilities will encompass project planning, relationship management, budget management, and stakeholder engagement.

If you have a proven track record of successfully managing projects, a passion for regeneration, and the ability to drive results, we invite you to join our growing team and be part of shaping the future of Rochdale.

Key Responsibilities:

- To assist with the development and implementation of individual regeneration projects & initiatives and their integration and co-ordination within wider regeneration strategies.
- To develop and maintain effective working relationships with stakeholders and partners such as the Council, TfGM, Department for Transport, Network Rail, developers, architects and engineers.
- Create and execute project work plans, prepare procurement documentation relating to contractors and consultants and prepare information and reports for internal meetings, partnership working groups, Project Boards etc.

- Effectively apply RDA project management methodology (Project Management System) and ensure agreed project management standards are met, including the identification of risks.
- Ensure all projects are compliant with the relevant legislation, policies and standards.
- To monitor project budgets, help to prepare and submit budget proposals and budget monitoring forms and recommend subsequent budget changes, and to assist with the analysis of project viability and associated cash flows.
- Assist in the development of reports to committees, business cases, external funding bids and Project Initiation Documents
- Effectively communicate information, project updates & expectations to team members & stakeholders in a timely and clear fashion, including the delivery of engaging and informative presentations.

To be successful for this role, you need to have

- A relevant degree qualification or equivalent experience of project management
- Relevant experience of working on a project in a responsible role e.g. employer's representative, project manager or project team member
- A clear understanding of regeneration issues and related policy fields in the areas of physical development, regeneration and project delivery application.
- An understanding of the development process: planning, development appraisals, policy context, funding and legal aspects of delivering development.
- Experience of effective engagement with key stakeholders such as the public, local Councillors, property owners, investors, grant funders
- Knowledge and some experience in commissioning external consultants and contractors, including a demonstrable understanding of public procurement regulations
- Understand budget monitoring involved in project development and delivery
- Demonstrable experience of the following:
 - Critical thinking and problem-solving skills
 - Planning, organising and effective time management
 - Decision-making
 - Communication skills
 - Teamwork
 - Negotiation
 - Conflict management
 - Adaptability
 - Risk identification & management
 - Excellent IT skills
 - Ability to influence and negotiate
- Ability to understand, demonstrate and apply RDA values

Desirable skills:

- Experience in land assembly and property acquisition.