

Grading

Job Description and Employee Specification

<u>Job title:</u> Investment and Delivery Officer	<u>Service area:</u> Communities
<u>Post number:</u>	<u>Division:</u> Assets & Development
<u>Grade:</u> 9	<u>Section/team:</u> Development / Investment & Delivery Team
<u>Overall purpose of job:</u> To support the delivery of a transformational and investment programme for North Lincolnshire. To achieve this the post-holder will: • Oversee a variety of multi-agency projects tasked with delivering the growth and capital investment priorities of the council. • Act as project manager for several key council projects.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Identify and deliver programme and project opportunities to meet the priorities of the Council Plan and North Lincolnshire Economic Growth Plan. 2. To be responsible for inward investment projects for the council across North Lincolnshire, including but not limited to Pride in Place, Towns Fund and Levelling Up Fund. 3. Collaborate with inward investors to develop projects that support the achievement of the council's commercial plan to foster innovation and ensure strategic goals are met efficiently and effectively. 4. Work with business groups and partners offering advice and support to deliver projects. 5. Identify areas of best practice in both programme, project management, and share appropriately. 6. Develop procurement specifications to support the implementation of projects and secure consultancy and contractor services for the council where appropriate. 7. Work with Government Departments such as National Highways, Department for Levelling Up, Housing and Communities, Department for Business and Trade, and Department for Energy Security and Net Zero to deliver capital programmes and projects. 8. Work within a multi-functional team, each with specific areas of skills, across North Lincolnshire and aligning delivery to sub-regional activity and strategic goals.	

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9. Lead on the delivery of projects and programmes to support North Lincolnshire's Economic Growth Plan priorities, including Town Centre Regeneration.
10. Lead on the commissioning and management of consultants/external support to support the delivery of project activity.
11. Manage specific project budgets for the council.
12. Keep appropriate evidence, records and audit trails relating to project development and delivery including minutes, reports and financial expenditure
13. Provide advice options and solutions on community-led project schemes to senior management, members and external organisations and individuals to maximise opportunities for local and sub-regional social and economic regeneration and renewal.
14. Apply appropriate community, commercial and political sensitivity to resolve issues, ensuring that the priorities of communities, programme performance, funding bodies, partners and the Council are balanced with the responsibilities of local democracy.
15. Support on the strategic vision development, crafting a long-term vision for growth and development that aligns with economic, environmental and social goals.
16. Support on land use planning, evaluating and determining best uses for various parcels of land to ensure balanced and sustainable development.
17. Support the development and implementation of comprehensive plans for urban development, infrastructure and land use. This includes conducting research, collaborating with various stakeholders to gather input and gain consensus on planning initiatives, ensuring the plans align with the short-term and long-term strategies of the Council.

Knowledge, skills and experience:

- Extensive experience of project development, business planning, visioning and strategy and masterplan development.
- Experience of managing programmes and projects.
- Experience of contract management including management of consultancy services or contractors and subcontractors.
- Experience of using Information management systems such as SharePoint, Microsoft Power BI, ArcGIS, Miro and Microsoft Package of Programmes.
- Proven track record in delivering projects from business case to implementation.
- Experience of managing conflict and crisis to meet project timescales for delivery.
- Knowledge of and a wide-ranging appreciation of current issues and developments, legislation, trends in relation to capital projects, external funding and state aid.
- Knowledge of relevant funding streams and resources.
- Knowledge, experience of and expertise in applying programme management.
- Knowledge of local government services, issues and legislative requirements.
- Excellent communications skills to be able to make technical and informative presentations and demonstrations.

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- Ability to supervise/manage a Project Assistant and/or Project Officer.
- Ability to interpret and structure technical data to produce written reports material and present it clearly both orally and in writing.
- Ability to investigate and report on new areas on own initiative without supervision, organising and undertaking research as appropriate.
- Ability to estimate, schedule, plan and monitor resources to meet agreed objectives and targets.
- Ability to manage, challenge and motivate project staff resources, including external support consultants.
- Ability to investigate conservation/environmental issues that affect project delivery.
- Strong organisational and time management skills.

Creativity and innovation:

- The post requires the holder to use creative and innovative interpretation and problem-solving skills in a number of diverse areas particularly in bringing residents and the public and private sectors together to identify potential schemes, reach consensus and develop project documents including Project Initiation Documents, Business Plans, Funding Applications, etc. Whilst the manager will give guidance, these issues are not defined within set policies. This creative way of working will be a daily occurrence, and the post holder will need to be constantly seeking to drive issues forward at a pace.
- The post holder will advise others within and outside the council on:
 - Seeking new and creative ways of transforming the physical environment of North Lincolnshire.
 - Local ownership of schemes through involvement of local communities and improving civic pride through established partnerships.
 - Making a step change in the quality of the area through developing schemes which improve public realm and deliver quality design.
 - Advising on scheme development to achieve best outcomes for all partners.
 - Developing key documents for projects (e.g. PID's, Business Plans and financial planning).
 - Production of publicity materials.
 - Researching examples of good practice.
 - Presenting proposals (some contentious) to different types of audiences.
 - Identifying, applying and securing scheme funding.
 - Developing effective ways of enabling inclusive partnership working.
 - Managing conflicting views and interest within the partnership setting.
 - Engaging with 'hard to reach' groups in all sectors.
 - Implementing sustainable development principles.

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Contacts and relationships:

- The post holder will advise the council and its outside partners on complex funding and project development issues, which will have major implications for both the Council and its partners. He/she will be required to act on behalf of the council and commit the authority or partnership to a pre-agreed course of action, which can have substantial impact on that organisation's resources. These organisations include:-
 - Government Departments such as National Highways, Department for Levelling Up, Housing and Communities, Department for Business and Trade, and Department for Energy Security and Net Zero
 - Developers
 - External Inspection Agencies
 - MPs (Occasionally)
- The post holder will be in regular if not daily contact with all officer levels within the council from colleagues to senior managers, directors through to the Chief Executive. They will be providing advice, support and guidance on project development, funding and project management. Also securing information from them to develop new schemes through to implementation. These include:-
 - NLC Senior Leadership Team
 - Town and Parish Councils (Occasionally)
 - Ward Members (Occasionally)
 - Residents and communities within North Lincolnshire
- Frequent contact with external organisations will be required to secure funds, secure works and contracts, be part of delivery groups to implement projects, seek views and comments from the public, liaison and consult with. These organisations include:
 - External Partnerships – dealing with individuals at all levels up to Chief Executive
 - Government Ministers (Occasionally)
 - Community Leaders
 - Local Business Leaders
 - External Consultants, Contractors and Subcontractors

Decision making:

- The post holder will have responsibility for directing, advising and supporting the forward programme of work in relation to programmes and projects for Economy and Growth, using own judgement and initiative.
- The post holder will manage a budget of a minimum of £100,000. Dependent on the size of the project this could rise to over £20m.
- Although they will work within the tolerances of an agreed business case, there is no set guidance to follow, and the post holder will need to make

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decisions at short notice to ensure that schemes and projects stay on track and meet deadlines. Their decisions will have an impact on the success or failure of any project or investment decisions will be taken daily on the following type of activities:

- Consultation processes to be undertaken and methods.
- Procurement routes and processes.
- Project development opportunities.
- Developing project options and making recommendations to the council and partnerships.
- How to make the best use of skills of colleagues and external partners.
- Prioritisation of own workload and that of the project team.
- How to resolve complex contentious issues.
- Prioritise geographical areas of work.
- How to balance diverse needs of partners with realistic setting of priorities.
- Decisions on investment within projects, changes from the agreed project plan.

Responsibility for resources:

Financial resources:

- None.

Physical resources:

- The post holder will be responsible for a laptop and a mobile phone and will need to work agilely. Value of equipment is approx. £840. They will need to keep this with them at all times so that they can work spontaneously when required.
- Depending on the project, the post holder may be required to hold keys for buildings overnight.
- 50% of time spent in home/office setting; 50% out at site visits; client/stakeholder meetings.

WORK ENVIRONMENT

Work demands:

- The post holder will face frequently changing, significant work demands due to the nature of the work. The individual will need to be flexible and innovative to meet changes in workload, deadlines, priorities and circumstances that arise from working within the directorate, the council and at a sub-region and regional level and a changing government agenda for their involvement in the decision-making process. Work programmes can change at short notice requiring revisions to contracts and negotiation skills are required to persuade and commit others to changes.

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- Partnership meetings are predominantly held out of normal working hours and will require the post-holder to manage their time and workload to accommodate this.
- For example: Working on a programme bid with internal colleagues and external partners that requires changing priorities within short deadlines to achieve outputs and outcomes as contracted requiring additional resource commitment, changes to workload and renegotiation of other project deadlines.

Physical demands:

- Normal physical effort.

Working conditions:

- Normal, pleasant office spaces within NLC.
- When attending site meetings, PPE will be worn on site and assessments undertaken to ensure any risk is minimised. Can include usual risks associated with building sites. This may include working in adverse weather conditions.
- Travel and site visits may be lone working.

Work context:

- Work potentially involves some risk to personal safety when on-site, travelling to other premises for meetings and some risk of challenging situations during public events/consultations. Some lone working is also required. Mitigation measures such as PPS, buddy system and training will minimise these risks.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

3*

*Temporarily assigned project staff

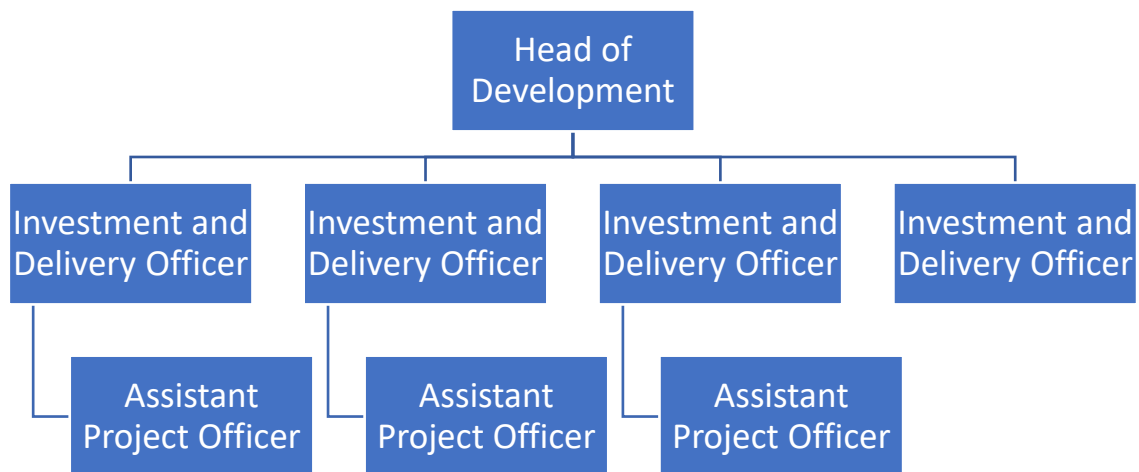
Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile? N/A

Is the supervision/management shared with another post in the structure?

Yes ☐ No ☐

Please indicate which post(s) The 4 x Investment and Delivery Officers share the management of the 3 x Assistant Project Officers.....



Job Description Version Control	
Date evaluated	N/A
Date updated	26.2.25
Updated by (manager name)	Laura Williamson
Checked by (HR name)	Jo Parker

Date evaluated	N/A
Date updated	26.2.25
Updated by (manager name)	Laura Williamson
Checked by (HR name)	Jo Parker

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Demonstrate extensive experience of project development, business planning, visioning, strategy and masterplan development. • Demonstrate experience of managing programmes and projects. • Experience of contract management including management of consultancy services or contractors and subcontractors. • Experience of using Information management systems such as SharePoint, Microsoft Power BI, ArcGIS, Miro and Microsoft Package of Programmes.	

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Knowledge, Skills and Experience	Interview
- Knowledge of and a wide-ranging appreciation of current issues and developments, legislation, trends in relation to capital projects, external funding and state aid. - Proven track record in delivering projects from business case to implementation - Knowledge of relevant funding streams and resources. - Knowledge, experience of and expertise in applying project and programme management. - Knowledge of Local government services, issues and legislative requirements. - Excellent communications skills to be able to make technical and informative presentations and demonstrations. - Able to interpret and structure technical data to produce written reports material and present it clearly both orally and in writing. - Ability to investigate and report on new areas on own initiative without supervision, organising and undertaking research as appropriate. - Ability to estimate, schedule, plan and monitor resources to meet agreed objectives and targets. - Ability to manage, challenge and motivate project staff resources including external support consultants. - Ability to investigate conservation/ environmental issues that affect project delivery. - Strong organisational and time management skills. - Experience of managing conflict and crisis to meet project timescales for delivery.	
Education, Training and Qualifications	Original documents
Working Arrangements	Interview
- Able to work agilely across North Lincolnshire. - Be able to travel across and outside of North Lincolnshire to meetings and events in a timely manner. - May occasionally be required to work outside of normal operating hours including evenings and weekends.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
Knowledge, Skills and Experience	Interview
Education, Training and Qualifications	Original documents
PRINCE 2 Practitioner, APM Project Management Qualification or demonstrable equivalent experience.	
Working Arrangements	Interview

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THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☐	No ☒
Political restriction	
Yes ☐	No ☒
The ability to speak fluent English under the Immigration Act 2016	
Yes ☒	No ☐

• Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021