JOB DESCRIPTION

Post: Economic Development & Infrastructure Manager

Directorate: Place

Department: Economic Development

Reports To: Head of Economic Development

Location:

Salary: PO6 (subject to review)

Hours: 37 hours per week Mon – Fri and additional hours as necessary.
                    Evening and weekend work may also be required.

Duration: Permanent

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

The post holder will oversee and manage the delivery of specialist technical projects for Council, including rolling out of broadband across the Borough and Economic Development capital projects requiring technical assistance.

The post holder will engage with a wide range of stakeholders to ensure effective technical delivery within agreed timescales.
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MAIN DUTIES AND RESPONSIBILITIES:

1. Oversee and manage Council's broadband and connectivity programme across the Borough. This will include Council's Local Full Fibre Network infrastructure project worth funding of £2.4m.

2. Represent Council and support the Strategic Director and Head of Department in the strategic development of the Northern Ireland Full Fibre Broadband Project, working

with 9 additional local authorities to deliver the Borough's share of this £10m NI wide connectivity programme.

3. Oversee and manage delivery of technical economic development projects where a number of services and departments are working together with stakeholders.

4. Ensure projects are well managed and controlled through use of appropriate project management techniques and documentation, including preparation of the Project Initiation documents, gateway reports, change control and risk management registers.

5. Manage staff to ensure that they:
    *   Operate within Council policies;
    *   Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
    *   Deliver their agreed targets;
    *   Work in a corporate and collaborative way with other services and departments;
    *   Efficiently and effectively manage available resources.

6. Build and develop effective working relationships with stakeholders both internally and externally e.g contractors, design teams, relevant statutory bodies, community groups and the public and Department of Culture, Media and Support (DCMS).

7. Identify, assess and prioritise capital project risks and co-ordinate/apply resources to minimise, monitor and control their probability/impact.

8. Capture lessons learnt from previous projects and ensure they are incorporated into new projects moving forward to inform the development of the Broadband and Connectivity Programme and Technical Economic Development Capital Projects.

9. Produce timely, relevant Capital Project update reports to DCMS, the Asset and Capital Management Board, Member Advisory Group, Elected Members, Executive Management Team and Heads of Department.

10. Ensure effective controls assurance and risk management strategies are implemented and contribute to the Council's compliance with its corporate governance requirements.

11. Establish and mange project communications ensuring that the Council's procedures, policies, strategies and objectives are effectively communicated to all team members. This will include establishing communication with DCMS and representing Council at a schedule of planned meetings.

12. Participate in the formulation, implementation and evaluation of the Department Business Plan and relevant Service/Action Plans responding to changing trends.

13. Ensure efficient and effective financial management controls are in place so that Council is working within agreed budgets and finances and that budgets are effectively managed, implemented and adhered to.

14. Examine opportunities to gain efficiencies and improve effectiveness including collaborative partnerships, joint working and other innovative approaches to achieve best value in the use of public money.

15. Seek innovative and creative solutions to help bring about change and service improvements.

16. Ensure appropriate arrangements are developed and implemented to ensure compliance with Council's Health and Safety Policy and associated procedures to ensure the safety of the workforce and service users within the post holder's area of responsibility.

17. Establish and maintain excellent working relationships with all stakeholders by developing a mutual understanding of needs whilst ensuring performance against agreed standards, including building and developing successful networks and relationships across the Department and Council.

18. Achieve high standards of personal performance, through meeting agreed personal targets and undertaking planned programmes of professional development.

19. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post