



JOB DESCRIPTION



Designation:	Canal Project Manager
Grade:	Stroud 9
Hours:	37
Location:	Ebley Mill, Stroud
Job Purpose:	To deliver the Cotswold Canals Connected (CCC) phase 1B of the restoration of the Cotswold Canals within the budget and timescales agreed by the Project Board and the National Lottery Heritage Fund (NLHF), incorporating wider benefits of active, engaged and healthy communities, nature restoration and bio-diversity net gain and canal archive.
Responsible to:	The Multi-Agency Project Board for overall project delivery and the Council's Strategic Director of Place on a day-to-day basis
Responsible for:	The direct management of work carried out by the Council project team, including volunteers and contractors, together with indirect management of input from partner organisations.

KEY DUTIES

- Overall responsibility for the delivery of the Cotswold Canals Connected (CCC) Project, within the agreed budget and timescales set by the Project Board and the National Lottery Heritage Fund (NLHF).
- Oversee and facilitate delivery with partners of wider processes and benefits across the five strategic aims that are integral to the project, incorporating the physical restoration of the canal link, community activity and engagement, health and well-being, nature recovery and bio-diversity net gain and archive conservation.
- Create and keep under regular review a rigorous governance and project management framework involving all project partners, monitoring and reporting on all aspects of project delivery and budget
- Ensure that all the NLHF and other project funders' PR, monitoring and



reporting requirements are met.

- Provide leadership, motivation and an ethos of transparency, trust and open working across a complex multi-agency partnership.
- Implement the drawdown of the secured external funding, act as the main point of contact with these agencies and seek other sources of funding and in-kind support for the project as appropriate.
- Raise the profile and understanding of the project across the Council, with partners and the wider community and to communicate effectively with the media.
- Manage the project budget and ensure proper accounts are kept and returns are made.
- Effective and proactive identification and management of all project risks.
- Integration of project work strands into a seamless project and balancing the sometimes competing demands of stakeholders.
- Establish and oversee effective evaluation and longer-term legacy planning across the five strategic aims of the project, capturing lessons learned and disseminating best practice as a national exemplar project.
- Prepare, provide and present information and reports to a wide range of partner agencies, project audiences and stakeholder groups.
- To oversee community and key stakeholder engagement and consultation and develop strong and effective relationships
- Ensure full compliance with Health & Safety Regulations.
- Take a leading role in other elements of the Cotswold Canals Project
- Ensure that statutory obligations and undertakings and the Council's Procurement Standing Orders are met in the procurement and delivery of the project.
- Perform other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- Work subject to constant change and the management of conflicting priorities and deadlines.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent and or membership of a professional body.
- Proven track record in:
 - Senior management in a complex project structure.
 - Direct management of large multi-disciplinary projects.

- Proven experience of:
 - Providing leadership and direction to major projects.
 - Effectively managing people and performance on a day to day and longer term basis.
 - Effectively managing contractor performance and delivery.
 - Working in multi-agency partnerships.

- Ability to:
 - React positively and supportively to change both internally and externally.
 - Work effectively and responsively in a political environment.
 - Embrace the opportunity to develop on a professional and personal level within an individual and team context.
 - Actively engage with the ambition of the Council and the Cotswold Canals Partnership to be ahead of the field.
 - Exhibit the skills and attributes of a Stroud Manager and produce high performing teams and good employee relations.
 - Hit the ground running due to the tight timescales required to meet the project deadlines.

Ability to undertake work of a more complex nature which requires advanced/high level knowledge and skills across a range of specialist disciplines.

COMPLEXITY AND CREATIVITY

- Develop an environment and atmosphere of active participation, commitment and achievement.
- Demonstrate an innovative and creative approach to service delivery and development.
- Create, deliver and develop partnerships which improve resources and enable better local delivery.

Work which requires a range of imaginative solutions or responses and involves application of fresh and innovatory thinking.

JUDGEMENT AND DECISIONS



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- Negotiate on behalf of the Cotswold Canals Partnership within the delegations provided by Standing Orders, Financial Regulations and the Constitution.
- Contribute to the development of these delegations to ensure decisions are made quickly, effectively and by the appropriate people.
- Analyse and manage the project specific and corporate risk attached to any decision made.

Decisions which lead to the setting of working standards in the provision of operational services. Decisions which will have significant implications for the services, employees or other individuals or other organisations.

CONTACTS

- Members of the Project Board/Cotswold Canals Partnership.
- Members of the Council.
- Members and staff of other local authorities/partner agencies/funding bodies.
- Suppliers and contractors.
- Members of the public/stakeholders.

Regularly dealing with a range of complex and contentious matters requiring a consistently high degree of support, persuasion, advocacy and sensitivity. The outcome will have significant implications for the contact or the services.

RESOURCES

Responsible for the:

- Financial management of the project budget – £20M.
- Procurement of all works connected with the delivery of the canal.
- Completion of returns to the NLHF and other funding bodies.

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.



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GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.