

Job Description

Job Title	Programme and Accountable Body Lead – Pride in Place Programme
Directorate	Neighbourhoods and Housing
Service Area	Safer City and Communities
Grade	Grade 11
Competency Level	3
Salary	£63,819 to £70,608
Job Type	Hybrid
Location	Cunard Building - Occasional travel outside of the City may be required
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To lead and oversee the delivery of the four Pride in Place Programmes in Liverpool, ensuring it achieves its objectives as set by Government to improve local pride, community cohesion, and place-based regeneration. The Programme and Accountable Body lead will oversee planning, coordination, stakeholder engagement, and performance monitoring across four programmes of £20m each



including assurance on a portfolio of projects that enhance the quality of life and improved outcomes for local people and civic pride in.

Directly Responsible For:

The post will be responsible for individual Programme Managers within Pride in Place.

Directly Responsible To:

Director for Safer City and Communities

Main Areas of Responsibility:

- Programme Leadership: Managing the establishment and development of Pride in Place Programme Boards
- Oversee arrangements and support MP's, elected members, business, community and wider partners to establish the vision and delivery of the Pride in Place programme, ensuring alignment with wider strategic objectives, funding streams and activities in the areas
- Project Management – Co-ordinate and ensure arrangements are in place to resource the visioning process, development and delivery of the Pride in Place Delivery Plans
- Stakeholder Engagement – Ensure appropriate arrangements are in place to undertake community engagement in each area, ensuring the voice of local people are at the heart of the programme development and delivery
- Oversee the arrangements to build the capacity of the boards ensuring community insight and accountability is built into processes
- Monitoring and Evaluation – Putting in place robust monitoring and evaluation processes that meet the needs of the Boards, council and central government
- Budget and Resource Management; aligning the £80 million Pride in Place funding with existing strategic funding streams, ensuring appropriate and



effective allocation and spend of funds via procurement and /or grants and making appropriate use of other creative budget processes

- Governance and Reporting – Enabling effective Board governance and decision making and reporting to all relevant funding bodies and relevant parties including LCC and Central Government
- Ensuring all appropriate accountable body systems and processes are set up to support the boards with legal, finance and procurements which may be required including grant funding arrangements
- Work alongside Pride in Place Boards to consider long term arrangements for the programme and aspirations to move to an independent status for individual areas
- Ensure alignment with relevant Council or partnership structures of the PiP programmes for example neighbourhood managers, health and community safety structures

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate



- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Working from a variety of community-based settings outside of office hours

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **3**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree, formal qualification or relevant experience in a relevant discipline (A)
- A recognised project/programme management qualification and/or a track record of successful application of such management systems to real projects (A)

Desirable

- Familiarity with government funding programmes and reporting requirements

Experience

Essential

- Proven experience in programme or project management within the public sector, regeneration, or community development (A)
- Strong understanding, experience of and commitment to place-based approaches and community engagement (I)
- A track record of working in successful partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors, NGB's or health services to deliver successful project outcomes (I)
- Ability to manage budgets and deliver projects on time and within scope (A)



- Experience working alongside diverse communities and voluntary sector organisations in an inclusive way with impact (I)
- Knowledge of relevant policy areas (e.g. local government, regeneration) (A)

Desirable

- Experience and a proven track record in programme management to deliver economic and/or regeneration outcomes and priorities
- Successful strategic and operational budget management, including evaluating competing priorities within tight financial limits and managing the relationship with external partners

Skills/Abilities

Essential

- Excellent written and verbal communication skills including the ability to clearly summarise or synthesise complex or lengthy documentation (T)
- Ability to set objectives, plan and manage the use of time and resources and deliver programmes and projects within tight deadlines and budgets (T)
- Excellent negotiation, influencing and conflict resolution skills demonstrated in a demanding partnership environment (I)

Desirable

- Excellent presentational skills demonstrated in a complex political environment



Commitment

Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A)
- Strong commitment to equality of opportunity, staff development and continuous improvement (I)
- Strong commitment to building a customer focussed service (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Flexibility regarding evening work and weekend work, which may be required (A)