

\*This template is to be used for grades NCC-I1 up to NCC-K2 inclusively



**Nottingham  
City Council**

## **Post Title: Pride in Place Programme Manager**

**Grade: I**

### **Job Purpose**

To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

Provide the lead support function for the Phase 2 Pride in Place Board to ensuring successful delivery of the Pride in Place funding allocation, through managing the development of a Community-led Long Term Plan for a designated phase 2 area. This includes a 10 year vision and 3 year investment plan, working closely with local people.

### **Service Leadership Expectations**

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

### **Specific Duties**

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Promote the effective establishment and operation of a designated Phase 2 Board, including convening the Board, arranging meetings, drafting papers, note taking and progressing actions and applying policies and procedures for the declaration and management of Board members and any employees interests in line with those of Nottingham City Council
4. Drive and oversee the development of a community led Long-Term plan for the phase 2 area, including promoting and undertaking effective community consultation and securing and managing any external support as may be necessary to deliver a deliverable and impactful Investment Plan by 26th November 2026

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5. Develop, manage and apply an appropriate Assurance Framework, including develop and manage project appraisal, approval, procurement and contracting mechanisms in line with Nottingham City Council processes to ensure public money allocated under the towns deal is administered properly
6. Manage the delivery of the Investment Plan programme of activities, ensuring delivery that is on time and on budget and maximises benefits for the designated area
7. Promote community awareness of and engagement with the work of the Board
8. Manage and develop effective working relationships with the Government, Board elected members and officers of Nottingham City Council and other key partners and organisations key to the successful implementation of the Long Term Plan for the area.
9. Establish and operate robust processes to oversee the delivery of the Investment Plan, including monitoring, reporting, change management and evaluation
10. Provide periodic reports and returns to the Board, Council and funders as appropriate
11. Identify opportunities for the investment of funds and the potential to add value through other funding opportunities that can support delivery that progresses towards the Board's vision for the area
12. Any other duties as may be required to ensure the success of the Long Term Plan for the designated area

**Numbers and grades of any staff supervised by the post holder:**

**None**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by Matthew Wheatley (Head of Economic Development),  
updated by Leigh Plant (Service Improvement Lead)**

**Date 05/02/24 updated 28/01/26**



**Person Specification:**

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
<b>Vision, Strategy and Delivery</b>	<p>Experience as a service leader in a complex organisation, with experience of;</p> <ul style="list-style-type: none"> <li>- Delivering against outcomes and creating clear objectives</li> <li>- Creating a culture of continuous improvement</li> <li>- Commercially aware with strong analytical skills</li> <li>- Awareness of key issues in your market and for the city of Nottingham</li> </ul>	✓	✓	
<b>Leading People</b>	<p>Evidence of successfully leading teams, with experience of;</p> <ul style="list-style-type: none"> <li>- Motivating people and creating high performing services</li> <li>- Empowering others to take decisions</li> <li>- Successfully managing wellbeing and resilience</li> <li>- Ability to plan for the future, with effective workforce planning skills</li> </ul>	✓	✓	
<b>Change and Innovation</b>	<p>Able to lead service through change, with experience of</p> <ul style="list-style-type: none"> <li>- Evidence of leading change programmes, bringing others on the journey with you.</li> <li>- Identifying and delivering innovative service delivery models</li> <li>- Able to create a culture of continuous improvement</li> </ul>	✓	✓	
<b>Collaboration</b>	<p>A collaborative leader, with evidence of</p> <ul style="list-style-type: none"> <li>- successfully in partnership across different sectors and fostering / harnessing partnerships.</li> <li>- Able to develop a culture of collaboration.</li> <li>- Political acumen and able to develop productive relationships with senior figures within an organisation</li> </ul>	✓	✓	
<b>Equality, Diversity and Inclusion</b>	<p>A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:</p> <ul style="list-style-type: none"> <li>- Delivery of inclusive services, understanding the challenges faced and how they can be overcome.</li> <li>- Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.</li> </ul>	✓	✓	

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	- Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
<b>Technical Skills and Knowledge</b>	Track record of achievement in managing partnerships to deliver lasting impact	✓	✓	
	Experience of effectively facilitating and managing community engagement and participation to deliver change	✓	✓	
	Comprehensive experience in programme and project management in a complex commercial and or public environment	✓	✓	
	Experience and track record in developing and implementing strategies and plans that cross service or professional boundaries.	✓	✓	
	Experience of managing public funds, project appraisal, co-funding and match funding bidding, monitoring, claiming, execution & evaluation	✓	✓	
	Knowledge of current policy development and funding mechanisms, issues and the political context	✓	✓	
<b>Qualification requirement</b>				
<b>A - Application</b>	<b>AC – Assessment Centre</b>	<b>D - Documentary Evidence</b>		