

JOB DESCRIPTION



Job title: Project Manager – Brighton Chalk Management Partnership (ChaMP)
Directorate: Countryside Policy & Management
Grade: 4

JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

Reports to: Strategy Lead
Manages: None
Liaison with: All stakeholders internal and external.

JOB PURPOSE:

- Project manage the “Brighton ChaMP” project to achieve delivery within budget and on time
- Co-ordinate partners’ involvement and to report to the project board and steering group
- Through liaison with stakeholders deliver the project’s interventions in the urban environment.

KEY ACCOUNTABILITIES:

- Support and co-ordinate input from partners in delivering projects and activities set out in the project plan.
- Report to the Project Board and Steering Group, and other partners as required, and prepare updates on progress and other supporting information as necessary.
- Administer the project finances working with the lead partner (Southern Water) and provide updates and supporting reports as required
- Ensure effective monitoring and evaluation of projects using the agreed framework
- Work with partners to develop a joint approach to engagement to raise awareness and understanding of the Brighton ChaMP project amongst land managers and owners, local communities, local authorities and businesses.
- Monitor progress on and effectiveness of the engagement strategy and suggest adjustments where necessary to ensure a high impact on all engagement, and all partners have clear messages and remits.
- Support other project staff and project partners with delivery work assisting with event organisation, promotion, and volunteer support etc. as required.
- Provide administrative support to the project and act as the initial point of enquiry
- Develop and lead pollution prevention campaigns including advice visits and training, to achieve behavioural change amongst land managers to reduce urban diffuse water pollution in Groundwater Safeguard Zones
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role