

JOB DESCRIPTION

Job title: Performance and Project Manager
Directorate: Countryside Policy and Management
Grade: 8

JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

Reports to: Director of Countryside Policy and Management
Manages: Performance and Project Team
Liaison with: All stakeholders internal and external.

JOB PURPOSE:

- Develop, design and implement the SDNPA's project management and business planning process to ensure these support inform and enable the delivery of strategic objectives
- Lead and manage corporate performance reporting, monitoring, and improvement.

KEY ACCOUNTABILITIES:

- Lead manage and motivate the team to promote team working, open communication and collaboration throughout the team and wider SDNPA ensuring the development, management and evaluation of projects is carried out in a rigorous and planned way.
- Ensure the effective management and evaluation of budgets and resources
- Design, develop, implement and review project management procedures and governance arrangements.
- Provide advice on the management of projects and associated processes including budget management and reporting
- Develop and manage the SDNPA's business planning process
- Develop the performance management arrangements to ensure continuous improvements in delivery.
- Manage the delivery of evidence and research to inform the delivery and monitoring of the delivery against outcomes in the South Downs National Park Management Plan.
- Ensure the SDNPA's plans and reports have aims and objectives which are measurable and can be monitored against targets
- Enable the SDNPA to commission, analyse and interpret research, collaborating with partners wherever possible to ensure the SDNPA receives excellent value for money.
- Proactively participate in cross-organisational projects and programmes
- Work collaboratively across the SDNPA to continuously improve and inform strategy and delivery development
- Engage with colleagues and stakeholders to ensure the integration of work into the culture and wider ethos of the organisation.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989
- 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 requirements including General Data Protection Regulations (GDPR)
- 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