

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Additional Restrictions Grant (ARG) Business Support Programme Manager
DIRECTORATE	RCE
DEPARTMENT	Regeneration
RESPONSIBLE TO	Economic Development & Town Centres Programme Manager

1. MAIN PURPOSE OF JOB

- To scope, procure and oversee the delivery of the business support programme of the Additional Restrictions Grant Programme (ARG)
- To review a) the current and evolving business support landscape and associated programmes and interventions working with external and internal partners and b) intelligence on specific needs of Medway businesses and identify where there are gaps in provision; where existing programmes could be strengthened and supplemented; ideas for new support.
- Following the review, to identify, scope and develop a programme of business support interventions that the ARG can support to add value to the existing provision, and that can be procured and delivered by 31 March 2022.
- To lead on securing appropriate approvals internally within Medway Council for the business support programme
- To lead on procuring the projects and interventions in the business support programme asap to maximise delivery time
- To contract manage the business support programme projects and interventions ensuring delivery targets and deadlines are met.
- To monitor and report on the business support programme, ensuring it adheres to changing national guidance, policy, and the external environment
- To manage and monitor the ARG business support programme (c£2 million government allocation)
- To promote the ARG business support programme, working with internal comms team on promotional campaign to maximise uptake

- Lead on troubleshooting, enquiries, and client relationship management to ensure smooth delivery

2. PERSON SPECIFICATION

Qualifications

Essential

- Degree or equivalent in a relevant subject

Desirable

- Management and/or business qualification/experience

Experience

Essential

- Worked in the business support landscape and understands business needs
- Programme/project development, management, and procurement

Desirable

- Working in partnership with different organisations
- Knowledge of the Kent & Medway area and business support landscape

Skills

- Ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies within an evolving agile environment
- Communication skills (written and verbal including report writing and presentations) with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.
- Ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.
- Ability to deal with deadlines, interruptions, or conflicting demands,
- ICT skills including Microsoft Office
- Procurement and contract management and monitoring
- Ability to take on high direct responsibility for financial resources and accounting for significant budgets with care, accuracy and security, and

interpreting advice and guidance on the operation and implementation of external regulations and statutory requirements in relation to finance.

- Ability to adapt internal policies and procedures to meet the demands placed on a service or department
- Effective partnership working in a multi-disciplinary environment

3. ORGANISATION

(i) Describe how and by whom the post is managed

- Line managed by Economic Development and Town Centres Programme Manager

(ii) Job context - describe the main contacts, both internal and external and the purpose of those contacts

- Multi-disciplinary working with communications, finance, procurement, HR, digital, business rates, fraud, audit teams; with members and with external partners including businesses and central government

4. PHYSICAL DEMANDS

Role requires some ongoing physical effort (e.g., regular sitting in a constrained position for long periods)

5. EMOTIONAL DEMANDS

Is not normally required to have contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

6. RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes direct responsibility for the adaptation, development or design of appropriate information and programme management systems.