

## JOB DESCRIPTION

<b>Role</b>	<b>Heritage and Tourism Project Manager</b>
<b>Reports to</b>	<b>Head of Policy, Insight and Performance</b>
<b>Hours</b>	<b>Part-time or full-time 22.5-37 hours per week</b>
<b>Duration of contract</b>	<b>Fixed term 12 months</b>
<b>Grade</b>	<b>NJC Grade 12</b> <b>£47,181- £51,356 per annum (Full time)</b>

### Job Purpose

The Cambridgeshire and Peterborough Combined Authority (CPCA) is looking to appoint a project manager to develop, manage and lead on delivery of a small number of heritage and tourism projects that are essential to the success of the organisation.

This role will work with a range of internal and external partners to deliver on CPCA work programme outcomes aligned with the Mayor's priorities.

Work with the Head of Policy, Insight and Performance on the delivery of performance management and reporting across the CPCA and with partners.

### Key Responsibilities

- Accountable for the development and delivery of heritage, tourism, arts and sport projects, including performance reporting, benefits realisation, budget responsibility and risk management
- Work collaboratively across the Authority's teams to ensure coherent delivery of projects
- Work closely with the Head of Programme Office to define and deliver projects to time and within budget.
- Proactively support the political governance of the Authority through member engagement, briefings and reporting
- Ensure compliance with the Authority's Assurance, Performance and Risk frameworks.
- Ensure compliance with the Authority's monitoring and evaluation framework.
- Identify, specify, and procure appropriate specialist resource to support the delivery of the projects as required.
- Manage external commissions to support the development of the Visitor Economy
- Ensure cross project dependencies are co-ordinated, managed and visible.
- Lead and manage effective stakeholder engagement for each of the projects

- Lead appropriate communication and reporting to ensure alignment, mitigation management and progress across teams and stakeholders.

## Key working relationships

Work with CPCA directorate teams, and delivery partners to develop productive relationships that work for the region and deliver on the CA's portfolio of programmes/priorities including:

- CPCA constituent local authorities
- Destination Management Organisations – including BIDs, Meet Cambridge
- Private and charity sector partners – including tourism destinations and supply chain companies
- National Government Departments and Arms Length Bodies – including Heritage England, Visit England, Arts Council England, Sport England
- Local Public Service Organisations – including Cambridgeshire and Peterborough NHS Trusts, Cambridgeshire Constabulary Police, Cambridgeshire Fire & Rescue, Cambridge Universities and Colleges.
- CPCA Board, Audit and Governance, Overview and Scrutiny Committees.

## Person Specification

### Behaviours

- Strong core consulting including: problem analytics, research, options appraisal & solution development, risk management, influencing.
- Expansive, creative thinker – thinks outside 'tried and tested' models or approaches.
- Strong communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders.
- Politically aware – able to assimilate and navigate political contexts with skill.
- Highly adaptable - to changing circumstances and demands.
- Collaborative – works productively with peers, team and others.
- Motivated – driven by personal and organisational achievement.
- Influential – to be able to negotiate and influence external stakeholder decisions in benefit of the Combined Authority's objectives.
- Resilient – able to deliver essential work to an exceptional standard, often to challenging deadlines.
- Focussed – Strong attention to detail and produce work that requires minimal amendment.

### Qualifications and Knowledge

- Qualified to:
  - Degree level or equivalent standard of general education.
  - Professional project management through Prince 2 or equivalent.
- Strong understanding of local stakeholders, market conditions and supply chains relevant to heritage and tourism sectors.



CAMBRIDGESHIRE  
& PETERBOROUGH  
COMBINED AUTHORITY

- Understanding of Programme Office and local government strategies and processes.(e.g. HMG Green Book)
- Understanding of key local government politics, political structures and culture.
- Understanding of MS Office suite of products including MS project.

## **Experience**

- Minimum of 3 years' experience in delivering impactful, high value heritage and tourism projects.
- Track record of procurement, contract management, and finance and performance reporting.
- Track record in developing strong, productive partnerships and relationships with local government partners.