



Project Manager – Place and Economy

LEVEL:	Level 6
ACCOUNTABLE TO:	Head of Place and Economy
SALARY:	£34,237 to £37,563 per annum, pro rata
LOCATION:	Totnes/Tavistock/Agile
CONTRACT:	30 hours per week, 2 year fixed term contract

Job Purpose

The postholder will lead and manage the delivery of active travel and other Place and Economy projects, identifying new opportunities, developing business cases, and establishing partnerships to secure successful project outcomes. They will ensure projects are delivered on time, within budget and in line with agreed objectives, while effectively managing risks and monitoring the performance of commissioned delivery partners.

The role holder will provide regular progress reports to the Senior Leadership Team and councillor committees, highlighting project milestones, achievements, outcomes and any key issues. Working collaboratively with a wide range of stakeholders, they will ensure projects align with wider local and regional priorities and complement the work of partner organisations.

The postholder will represent South Hams and West Devon Councils on partnership boards and forums, building strong relationships with organisations such as local authorities, public sector bodies, businesses and community groups. They will also secure support from elected members and senior officers through the preparation of business cases, presentations and briefings.

In addition, the role holder will oversee communication and engagement activities that promote project delivery and outcomes to councillors, partners, stakeholders, businesses and local communities, helping to raise awareness of the Councils' work and achievements.

Role Profile

- To develop, lead and manage the delivery of the Councils' active travel projects, and other projects across the Place and Economy team.
- To proactively explore opportunities for new Place and Economy related projects, develop business cases to secure their buy-in, and to build the right partnerships to ensure that projects can reach fruition.



- To ensure that all projects are delivered in a timely manner, within the agreed budget, and that risks are evaluated and mitigated.
- To produce regular reports for the senior leadership team and councillor committees detailing project milestones and progress, outputs and outcomes achieved and other key information.
- To monitor agreements with any commissioned partner organisations to ensure that projects delivered by third parties also stay on track
- To work collaboratively with a range of stakeholders and partner organisations to ensure that they are kept abreast of our work and that our projects dovetail with relevant work they are delivering.
- To represent South Hams and West Devon Councils on a variety of partnership boards.
- To work collaboratively with partners and stakeholders, ranging from Devon County Council and Dartmoor National Park Authority, to local businesses and community groups.
- To ensure that projects secure the support they need from our senior leadership team and elected members. This is achieved through business cases, presentations and individual meetings with key staff and councillors
- To oversee the development and delivery of an effective communications activities that will promote our project delivery to our elected members, partners and stakeholders, business community, and the public as appropriate.

Person Specification

Qualifications

Essential	Desirable
Good standard of education including GCSE at Grade C/Level 4 or above (or equivalent) in English and Maths	

Knowledge / Experience

Essential	Desirable
A strong record of managing complex projects / programmes involving a range of partners across the public, private and third sector, in a timely and cost-effective way. Includes monitoring and evaluating projects and their impact	Project budget management experience



Evidence of building strong, positive networks and partnerships with a range of stakeholders, particularly including businesses	Experience of applying for external funding to maximise the value of projects
Experience of report writing and delivering presentations to senior organisation staff	Experience of working with businesses in a high street and industrial estate setting
Knowledge and understanding of the issues facing businesses and community groups across the UK	Experience of creating and supporting a partnership collaboration that led to project delivery or grant success
Experience of working with comms departments to develop promotional materials for projects	Experience of producing reports and briefings for Councillors
	A knowledge of the business landscape of South Hams and West Devon
	Experience of procurement and contract management processes
	Experience of developing and delivering marketing strategies

Skills / Abilities

Essential	Desirable
Ability to work in collaborative partnerships with external stakeholders and to develop caring, strong and trusting working relationships	Demonstrable self-motivation, tenacity, transparency and a focus on getting positive results
Ability to work productively, independently and with minimum supervision	The ability to pitch communications at the right level for the target audience
The ability to innovate, identifying opportunities for the service to try new solutions to problems	Experience of using CRM software
Ability to prioritise, meet deadlines and work effectively under pressure	
Excellent communication skills both written and verbal to include report writing, presentation and influencing skills	



Proficient in the use of IT including packages such as Microsoft Office and social media platforms

General / Other

Essential	Desirable
Highly organised, flexible, good negotiation skills and possessing strong customer service values	Full UK driving licence
Engaging, enthusiastic and positive manner with a strong 'can do' approach, and a willingness to work flexibly and resourcefully	
Committed to high standards of performance and quality	
An understanding of Equal Opportunities, Customer Care and Health and Safety policies	

General

The list is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Updated August 2026



Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.