

JOB DESCRIPTION

JOB TITLE:	Programme Manager (West Innovation Arc New Town)
MANAGED BY:	Head of Regeneration
GRADE:	13
LOCATION:	70 Redcliff Street, Bristol (NB: Regular working from South Gloucestershire Council's offices in Yate is expected)

ROLE OVERVIEW

The West Innovation Arc (WIA) has been identified by the Government's New Towns Taskforce as a potential new town location, one of only 12 nationally. The Arc encompasses Brabazon, Parkway and the Bristol & Bath Science Park, forming a major growth corridor for innovation-led development, housing delivery and transport investment, with the potential to deliver up to 40,000 homes alongside significant employment growth.

The West of England Mayoral Combined Authority (the MCA) and South Gloucestershire Council (SGC) are working in partnership to demonstrate delivery readiness ahead of potential Government designation and investment from Spring 2026.

Reporting to the Head of Regeneration, the Programme Manager will lead the day-to-day development of the West Innovation Arc programme, translating strategic ambition into a clear, credible and deliverable workplan. The postholder will drive progress across multiple workstreams, manage dependencies, and ensure the partnership is equipped with the evidence, governance, and programme discipline required to secure Government confidence and investment. This will include significant coordination with partner councils and the private sector, including key businesses and landowners.

This role is a senior programme leadership position, supported by a wider matrix-managed group drawn from the MCA, South Gloucestershire Council, Bristol City Council and partner organisations. It is anticipated that it will also include line management responsibilities as the role develops.

KEY RESPONSIBILITIES

Programme Leadership & Workplan Delivery

- Lead day-to-day work on the West Innovation Arc new town proposal, with accountability for the overall work programme.

- Develop, maintain and drive a comprehensive West Innovation Arc programme plan, setting out clear workstreams, milestones, dependencies, risks and resource requirements through to and beyond the Government new towns announcement.
- Translate high-level vision and policy ambition into practical, sequenced delivery activity, ensuring momentum across planning, regeneration, infrastructure, land, finance and engagement strands. This will include leading the MCA's work exploring direct intervention in the market (e.g. through Joint Ventures of land acquisition)
- Establish clear programme controls, including risk management, issue escalation, reporting and assurance processes.
- Track progress against agreed milestones and ensure timely resolution of blockers, escalating where necessary to the Head of Regeneration.
- Lead work on defining and implementing any new delivery vehicle for the West Innovation Arc, such as a Mayoral Development Corporation.

Governance & Coordination

- Support the Head of Regeneration in operating effective governance arrangements for the programme, including programme boards, officer working groups and reporting to senior stakeholders.
- Coordinate inputs across the MCA, South Gloucestershire Council and partner organisations, ensuring clarity of roles, responsibilities and decision pathways, including through directly leading on key housing / planning inputs.
- Prepare high-quality briefings, reports and updates for senior officers, elected members and Government partners. This will include leading on the West Innovation Arc on political boards, such as the Strategic Place Partnership with Homes England.

Partnership & Stakeholder Management

- Act as a senior programme lead for the West Innovation Arc across the partnership, building strong working relationships with:
 - South Gloucestershire Council
 - Bristol City Council
 - Homes England
 - MHCLG / New Towns Unit
 - Key regional stakeholders including YTL, wider landowners / developers and employers
- Coordinate and drive delivery of the programme's stakeholder and engagement plan. Manage significant reputational risks to ensure proposals by ensuring communities, landowners and partners are appropriately involved at each stage.
- Work closely across the MCA to align the new town proposals with wider work, including the Spatial Development Strategy and delivery of the MCA's £752m Transport for City Regions (TCR) allocation.
- Represent the Combined Authority at external events.

Programme Development & Outputs

- Lead and coordinate the preparation of key programme outputs, including:
 - Delivery readiness and mobilisation plans
 - Masterplanning approach and sequencing

- Delivery model options (including Development Corporation considerations)
- Land, infrastructure and financial strategies
- Outline business cases for early interventions
- Programme communications and engagement material
- Ensure outputs are robust, aligned with regional and local strategies, and suitable for submission to Government and funding partners. This will include through the robust commissioning and managing of external consultants.

Team Leadership & Matrix Management

- Lead and coordinate a matrix-managed team drawn from planning, housing, transport, finance, legal and communications functions from across the MCA and Council. This is expected to include directly recruiting and managing a small sub-team, subject to future budgets.
- Champion effective cross-organisational working, ensuring collective ownership of outcomes across the partnership.
- Management of relevant budgets.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Strong programme management skills, including planning, risk management, dependency management and performance reporting.
- Ability to translate strategic ambition into clear, deliverable plans and actions.
- Excellent stakeholder management and influencing skills, with the confidence to operate with senior officers, elected members and government officials.
- Sound understanding of regeneration, planning, housing delivery and infrastructure coordination in a public-sector context.
- Strong written and verbal communication skills, including drafting reports and briefings for senior audiences.

Experience

- Significant experience of programme management in a complex public-sector, regeneration, housing, infrastructure or place-based environment.
- Proven ability to develop and deliver complex, multi-workstream programmes, coordinating inputs from multiple organisations and disciplines.
- Experience of working with central government, local authorities and delivery agencies (e.g. Homes England).
- Demonstrable experience of preparing or coordinating business cases, investment propositions or delivery strategies.
- Experience of managing teams and/or leading matrix-managed groups to deliver shared outcomes.

- Experience of managing boards, steering groups of committees with senior leaders.

Skills and Competencies

- Highly organised, proactive and delivery-focused.
- Collaborative and resilient, with the ability to navigate complexity and ambiguity.
- Politically aware and comfortable operating in a high-profile, multi-partner environment.
- Excellent stakeholder engagement skills, especially partnership working.

DESIRABLE

Qualifications and Knowledge

- Familiarity with the West of England or comparable city-region context.
- Experience of new towns, large-scale urban extensions, regeneration programmes or innovation-led development.
- Professional qualification in a relevant discipline (e.g. planning, regeneration, programme or project management).
- Experience supporting the establishment of new governance or delivery vehicles.