

<b>POST TITLE</b>	<b>CONSTRUCTION PROJECT MANAGER</b>
<b>DIRECTORATE</b>	<b>HOUSING AND HOMELESSNESS</b>
<b>SERVICE</b>	<b>PLACE</b>
<b>RESPONSIBLE TO</b>	<b>Surveying Manager - Area Based Regeneration Low Rise Block Management Retrofit High Rise Management and Factoring</b>
<b>NUMBER OF POST HOLDERS</b>	<b>21</b>
<b>ACTING UP/ SECONDMENT</b>	<b>N/A</b>

#### **PURPOSE OF JOB**

Taking a commercial and entrepreneurial approach, the post will manage one or more regeneration and construction projects in the Council's housebuilding/Housing and Homelessness Capital Investment programme and assist in managing multidisciplinary project teams and managing large scale contracts.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- Assist in the management and governance of key programmes and projects within the Council's housebuilding/capital investment programme.
- Assess and analyse risk and the quality control of housebuilding/capital investment projects.
- Play a key role in multi-disciplinary teams made up of internal and external staff and contractors ensuring the link between the housing service and the housebuilding/capital investment programme operate smoothly.
- Identify and develop opportunities to maximise the benefits of housing led projects to the regeneration of the city.
- Assist programme and project managers, cost consultants and design teams (in each case, both internal and external) to achieve the successful completion of projects meeting building standards, quality programme and budget criteria.
- Assist in the effective handover of housing projects to housing management and housing operations teams.
- Monitor programmes and projects to support compliance with internal controls and external regulatory requirements including health and safety.
- Manage procedures and controls to ensure effective financial and project controls are in place.
- Responsible for effective communication to all stakeholders, ensuring high levels of customer service are maintained, and opportunities are provided for local people to be involved in the development and delivery of projects.
- Monitor and report on the performance of both in-house and external consultants and contractors developing performance indicators aimed at demonstrating best value.
- Lead on and manage relationships with private sector construction managers, senior managers within the Council and liaise at a senior level with national and representative agencies including Scottish Government, SFT, NHS, property development companies, major construction contractors, Edinburgh Tenants Federation, community groups, housing associations, community councils.
- Responsible for assessing if adequate resource is available for the work requested. Seek approvals as appropriate to commission suitable additional resources to deliver the project on time. The post

holder must be aware of the need to deliver projects to specified deadline and the consequences of failure to deliver by this date.

**THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Membership of a relevant property related professional body (e.g. IET, RICS, RIAS, CIBSE, IET, IMechE, CIOB).
- Evidence of continuing professional development and a broad understanding of current issues in local government.
- Demonstrated competence in managing major projects, preferably with recognised project management qualifications; for example, Prince 2.
- Project manage complex and high value procurement projects. Ability to prepare and review technical specifications, interpret and analyse tender documents to ensure best value and quality in line with Council budgets.
- To deliver these projects requires the ability to plan forward effectively, manage resources effectively and resolve issues through negotiation.
- Ability to review and approve Pre-construction Information and Construction Phase Plans for relevant projects including third part requests.
- The work is of significant political and community interest requiring relationship management and clear communication.
- Contribute to the development of business cases for development of new affordable homes, area-based regeneration programmes and Whole House Retrofit programmes.
- Required to be commercially astute and be an effective negotiator.
- Contribute to finding creative ways of working with client departments and contribute significantly to the development of housing and Council regeneration strategy and policy.
- Contribute to the development of housing specifications, standards, and objectives.
- Prepare expert evidence and opinion at internal and external meetings, enquiries; as appropriate.
- Be a source of professional advice and information on the interpretation of relevant Council policies.

**ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Decisions made and performance directly impact on the Council's reputation. Will work without close supervision and will be responsible for operational decisions on delegated projects.
- There will be a requirement on occasions to make critical and sensitive decisions on project related issues.
- Implement Council policy in relation to time, quality, and cost for the provision of property related works. Ensure that project management / delivery and project governance are delivered.
- Attend Design meetings and provide sound technical advice and guidance to support the project.
- Advice should be sought on complex and politically sensitive issues. Ensure that all projects are managed and delivered within the agreed timescales and to the specified brief. Ensure that all design proposals are of the highest standard affordable to the Council, and that they embrace all policies, including those relating to sustainable building design and operation.
- Work without close supervision and will be responsible to the successful delivery of projects.
- Requirement to work out with standard hours to meet with community groups and other stakeholders or to ensure the Council is not exposed to risk and projects are delivered to programme. Daily decision making in relation to project programmes and delivery.
- Responsible for maintaining confidentiality for commercial and political information relating to policy development, contractors, funding sources etc.
- Deal with conflicting priorities and react by re-allocating resources within challenging timescales.
- May be exposed to some physical demands these will often be within the range of normal office-based activities. However, a significant number of site visits will be necessary as a regular part of the position.
- Requirement to carry out site visits on a regular basis; this includes construction sites, vacant buildings, and occupied buildings. These locations may expose the officer to various hazards. Typical examples being; construction traffic, machinery, excavations, working at heights, confined spaces.

- Ensure that own Professional Protective Equipment (PPE) is up to date and in good working order.
- Surveys and meetings may be held in residents' homes with requirement to respect privacy and rights of resident.

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- No direct reports however may support the co-ordination and direction of a project team. Support in mentoring apprentices in relevant discipline if required.

#### **RESOURCES**

Monitoring budgets on behalf of manger.

#### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).