

<b>Post title</b>	<b>Senior Construction Project Manager</b>
<b>Division / Section</b>	<b>Housing and Regulatory / Housing &amp; Development</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To (Title)</b>	<b>Housing Operations Manager</b>
<b>Number of post holders</b>	<b>6</b>
<b>Acting up/ Secondment</b>	<b>This job description does not relates to an acting up or seconded post</b>

### **Purpose of Job**

Taking a commercial and entrepreneurial approach and operating at a senior level the post will manage regeneration programmes and complex mixed tenure housing construction projects with values of up to £50m.

### **Major Tasks**

Delivery and Effective management of programmes and large scale, complex construction projects within the Council's house-building programme.

Appointment of external consultants and contractors, ensuring compliance with standing orders, national legislation, guidance and codes of practice.

Lead commercial negotiations with private house builders and construction partners to secure contracts that deliver best value and lowest risk for the Council.

Management and quality control of major projects and programmes within area of responsibility, including adherence to CDM and other policies and regulations

Responsible for co-ordinating work of in-house teams and managing construction project managers to ensure projects meet quality, programme and budget criteria.

Develop specifications, briefs and procedures to support the procurement of high quality, value for money housing

Ensure that effective communication is in place for all stakeholders, 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 delivery of complex projects and programmes to Project and Programme Boards, Council committees etc as required. .

### **Supervision and Management of People (Numbers and type of staff)**

No direct reports but responsible for directing the work of construction project managers in the team and co-ordination and direction of in-house and external teams of professional staff engaged in delivery of major projects including specialist designers, cost advisors, project managers, estate surveyors and building surveyors. Required to lead the work of more than one project team. A typical project team would comprise around eight professionals, including architects, quantity surveyors, lawyers, commercial advisors, etc.

### **Creativity and Innovation**

Required to project manage a number of complex and high value procurement projects. To deliver these projects requires the ability to plan forward effectively, manage resources effectively and resolve issues through negotiation.

The work is of significant political and community interest requiring relationship management and clear communication.

Required to develop business cases and innovative approaches to secure funding for new affordable homes.

Required to be commercially astute and to be an effective negotiator.

Identify and develop creative ways of working with client departments and contribute significantly to the development of housing and Council regeneration strategy and policy.

### **Contacts and Relationships**

Must have a strong track record in managing construction related projects and be able to negotiate complex issues on behalf of the Council.

### **Decisions (Discretion)**

Decisions made and performance directly impact on the Council's reputation. Will work without close supervision and will be responsible for all operational decisions on delegated projects and programmes. .

Responsible for all decisions, including financial, taken in the course of their daily duties for this post.

### **Decisions (Consequences)**

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.

## **Resources**

Budget holder for major capital projects with budgets of up to £50m.

## **Environment – Work Demands**

Will work without close supervision and will be responsible to the successful delivery of projects.

Requirement to work out with standard hours in order to meet with community groups and other stakeholders or to ensure the Council is not exposed to risk and projects are delivered to programme.

## **Environment - Physical**

May be exposed to some adverse working condition. The majority of work will be within the range of normal office based activities. The post will be expected to meetings on site

## **Environment – Working conditions**

Requirement to carry out site visits on a regular basis; this includes construction sites, vacant buildings and occupied buildings. The post holder is responsible for their own health & safety.

## **Environment – Work Context**

Shall have access to confidential commercial and political information relating to policy development, contractors, funding sources etc. Confidentiality must be maintained.

Deal with conflicting priorities and have the ability to react by re-allocating resources within challenging timescales.

## **Knowledge and Skills**

Educated to degree level or equivalent in a relevant professional discipline. Membership of a relevant property related professional body (e.g. IET, RICS, RIAS, CIBSE, IET, IMechE) with significant post qualification experience.

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.

The ability to integrate the input of financial, technical and legal professionals advice to form a co-ordinated solution to project issues as they arise.

Contribute to the development of suitable financial and performance management systems, particularly in relation to management of housing construction projects

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

