



**JOB DESCRIPTION**

<b>Post title</b>	Project Manager
<b>Division / Section</b>	Property & Facilities Management / Buildings Programme
<b>Department</b>	Resources
<b>Responsible To</b>	Senior Project Manager (Minor Works)
<b>Number of post holders</b>	4
<b>Acting up/ Secondment</b>	N/A

**Purpose of Job**

The Building Programme Team’s Minor Works Team is responsible for the delivery of commissioned projects and programmes forming part of the Council’s Asset Management Improvement Plan as developed and commissioned by Strategic Asset Management or Property & Facilities Management.

Undertake a range of projects/areas of work to deliver projects for the Capital Projects Minor Works Team. Responsible for the delivery of project management and coordinator services on building construction related minor works projects (typically, but not exclusively, projects under £2m). Key objective being to ensure all delegated schemes and programmes of work are delivered on programme within budget and to specified quality standards with best value delivery.

**Major Tasks / Job Activities**

Responsible for the delivery of delegated capital and revenue construction projects. Typically construction related projects valued at under £2m.

Ensure that Investment Steering Groups or Project Boards, where utilised, are kept informed of project progress and cost.

Directing internal and external, cost consultants, design teams and external project managers when not providing this role directly. Delivery of the project to achieve the successful completion of projects meeting quality programme and budget criteria for the Council.

The procurement of a wide range of external consultants and construction contracts, including:

- Oversee the planning, control and communication of projects within their remit to ensure they gave clear goals and targets, communicated to all concerned, defined budgets and timescales are met and all staff are given clear direction.
- Manage delegated project and team budgets and contribute to the preparation and monitoring of capital and revenue budgets and take management action to achieve budget targets on a diverse range of projects.
- Identify opportunities for continuous improvement and demonstrate effective management of change within a complex internal and external environment.
- Manage performance and deliverables of multi-professional in house or external project teams and specialist consultancies.

When appointed as Principal Designer, carry out these duties as prescribed in the current CDM regulations, and ensure the Client is aware and understands their responsibilities, roles and obligations under these regulations while ensuring delivery of day to day duties for the project

### **Supervision and Management of People**

The post will be responsible for the planning, co-ordination and management of the Minor Works Projects.

The post will have no formal management responsibilities however there will be requirement, on occasion, to oversee multi-disciplinary project teams. There will also be the expectation to provide support to non technical staff as well.

### **Creativity and Innovation**

Manage construction related programmes and projects, negotiate complex issues on behalf of the council and formulate solutions to project issues as they arise is essential escalating issues where appropriate.

Identify and develop creative ways of working with client departments and Strategic Asset Management, advising clients on cost benefits and expense of new innovation and changing design solutions.

Contribute to the development of specification standards and objectives to meet statutory requirements and meet Council Policy.

Development of suitable financial and management control procedures for the Project Management team and for the management of construction related projects.

Contribute to the development and implementation of proposals relating to the policy, procedures and strategic development of a Capital Projects management covering specification standards, research, project disciplines and protocols.

The post holder must have a strong track record in managing construction related projects and able to negotiate complex issues on behalf of the council.

Identify and develop creative ways of working with client departments for the delivery of major projects.

Contribute to the development of specification standards and objectives to meet statutory requirements and meet Council Policy.

The ability to formulate solutions to project issues as they arise is essential escalating issues where appropriate.

Lead in the development of suitable financial and management control procedures for the Project Management team and for the management of construction related projects.

Demonstrate strong motivational skills, have the ability to take appropriate action and be able to lead professional teams (both in-house and external) to achieve successful outcomes.

Contribute to the development of team strategies, aims and objectives.

Advise the clients on cost benefits and expense of new innovation and changing design solutions.

Ensure projects meet the required sustainability requirements for design as determined by the client.

Contribute to working with service areas and other Council departments to deliver the capital works programme.

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## **Contacts and Relationships**

The post may represent the Council to a range of external stakeholders, and should present a positive impression of the Council at all times and to:

- Deputise for, or represent, the Projects Manager (minor works), Project Team Manager, Buildings Programme Manager/Head of Service, as required.
- Provide support and guidance to the clients and users on project related matters.

The post will work with other internal departments and a range of external bodies and will require the post holder to build and maintain strong working relationships ensuring effective communication is in place for all stakeholders and high levels of customer service is maintained. Have regular contact with both in-house and external consultants and contractors for projects being delivered.

## **Decisions (Discretion)**

The post holder will be responsible for day to day critical and sensitive operational decisions on delegated projects and will be expected to consult with key stakeholders in relation to policy or legislative decisions, make financial decisions in support of effective delivery of service and escalate to senior manager as appropriate.

The post holder will have the authority to make project related decisions in the absence of the Project Manager (minor works).

The post holder will provide expert advice and guidance at professional level in operating decision making. Responsible for delivering service within budget, on time, to agreed standards, that will require making decisions on budgets, product standards and contractors.

There will be required on occasions to make critical and sensitive decisions on all aspects of project related issues.

When attending public / in-house meetings, the post holder's professional ability may be challenged which should be responded to in a civil and professional manner.

The post holder may have access to confidential, political and private information relating to contractors and other external agencies, such as funding sources etc. It is important the post holder understands Council confidentiality requirements.

### **Decisions (Consequences)**

Ensure at 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.

Decisions will have an impact on the delivery of projects and works programme to the parameters for time, budget, and quality and their adherence to health and safety standards.

### **Resources**

The post holder will have responsibility for multiple projects being delivered concurrently while undertaking programme management, project management and coordination duties with the project resources. The projects will vary in size and complexity.

The post holder will be responsible for a delegated annual portfolio of capital projects valued up to around £15m with each project budget varying, the delegated individual projects forming part of the overall portfolio will typically be valued (but not limited to) a range up to £2m.

The post holder will review project workload and determine if adequate resource is available for the project work requested and commission suitable additional resource for the project as necessary.

### **Environment – Work Demands**

The post holder will be expected to operate effectively with a degree of autonomy and discretion in a dynamic working environment. Manage competing deadlines and conflicting points of view to ensure deadlines are met as required.

The post will require the ability to respond and resolve ad hoc issues, escalating as appropriate while maintaining focus & drive on outputs to deliver effective service.

The post holder will work autonomously and will be responsible to the successful delivery of all delegated projects on the Asset Management Improvement Works programme.

### **Environment – Physical**

Work will be required in an office environment with regular attendances to site visits in all weather conditions, which may have a requirement for extended periods of exposure to noise, dirt, vibration and dust etc with regular attendance to construction sites which may require work from scaffolds, climbing ladders etc or in confined spaces.

The post holder will operate in accordance with the Council's Lone Working Policy.

### **Environment – Working conditions**

The post holder will spend periods of time working in an open plan office where a desk share policy is in operation. Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. There will also be requirement to spend time on site in all weather conditions, which may have a requirement for extended periods of exposure to construction hazards such as construction traffic, machinery, excavations, working at heights, confined spaces, noise, dirt, dust, etc, and regularly access scaffolds or at heights.

### **Environment – Work Context**

The post holder will be required to represent the council in a professional capacity at all times and shall be required to deal with sensitive situations in particular respect of contractual claims for additional payments and shall require a level of professionalism to be maintained at all times.

The post holder will spend periods of time sitting in an open plan office where a desk share policy is in operation. Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines.

The post holder will require access to all areas of a building through a variety of methods including external access equipment such as scaffolds and mobile access platforms all within a properly risk assessed environment complying with health and safety & Council guidelines and policy.

### **Knowledge and Skills**

The post will require extensive knowledge and skills in a range of related professional disciplines including construction and project management to the extent that they can direct, manage and mentor a group of professional staff.

This will usually mean the post holder is qualified to degree level and holds a professional membership in a relevant discipline and will have related experience.

The post holder should hold appropriate membership of a relevant property related professional body (e.g. CIOB, ARB, APM, IET, RICS, RIAS, CIBSE, IET, IMechE) and substantial knowledge and experience of project management in the construction industry. The post will require Prince2 qualification; foundation level desirable.

## **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.

The post holder should also have Asbestos and Legionella awareness training and hold a valid CSCS card (Visitor). A working knowledge of construction H&S legislation is also required.