

**Person Specification**

<b>Position Title</b>	<b>Senior Project Manager (Major Works)</b>
<b>Division / Section</b>	<b>Property and Facilities Management</b>
<b>Service Area</b>	<b>Resources</b>
<b>Responsible To</b>	<b>Projects Team Manager</b>

**Person Specification**

<b>Qualifications, training &amp; professional membership</b>	• Educated to degree level	Essential
	• Professional membership in a relevant discipline E.g. CIOB, ARB, APM, IET, RICS, RIAS, CIBSE, IET, IMechE	Essential
	• Additional Management qualification	Desirable
	• Prince2 qualification (or equivalent), to Practitioner level	Essential
	• Asbestos and Legionella awareness training	Essential
	• Hold a valid CSCS card (Visitor)	Essential
	• Demonstrable commitment to continuing professional development	Essential

**The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.**

**GENERAL**

- Extensive knowledge and skills in a range of related professional disciplines including construction and project management. Essential
- Strong project Management experience (supported by Prince2) adept at managing multiple, concurrent projects varying in size and complexity Essential
- Strong operational people management experience Essential
- Significant experience in customer facing, local authority environment/public sector environment Essential
- Demonstrable negotiation skills Essential
- Proficiency in MS Word, Outlook, PowerPoint and Essential

Excel

- Significant experience of day to day programme management Essential
- Proven experience in managing & co-ordinating budgets Essential
- Strong analytical and report writing skills Essential

### **LEADERSHIP**

- Proven ability lead & manage project teams to deliver strategic objectives Essential
- Ability to provide strong leadership to create a high performance culture and a clear sense of purpose Essential
- Proven ability to lead and coordinate resources to achieve service priorities Essential
- Build effective relationships with stakeholders both within and out with the Council. Essential
- Evidence of sound financial management skills Essential
- Extensive proven record of negotiation and dispute resolution with positive outcome for the client Essential
- Confident and proactive with a high level of drive, initiative and enthusiasm Essential

### **STRATEGY AND CHANGE**

- Assists the direction for relevant or equivalent service based on the principles of governance, risk management, probity, statutory requirement and best value. Essential
- Strong communication and negotiation skills at senior level Essential
- Experienced in developing and implementing policies, procedures and strategic development of Capital Projects management Essential

### **PARTNERSHIP & ENGAGEMENT**

- Successful partnership working and networking with key stakeholders at all levels, promoting high levels of customer service Essential
- Strong and extensive stakeholder management skills, ideally within a government environment Essential

- Substantial experience of building customer relationships, ideally in a government organisation. Essential

#### **LEGISLATION**

- Working knowledge of construction Health & Safety legislation Essential
- Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges Essential

### **Competencies & Values Framework**

**Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.**

- |  |   |
|--|---|
| <b>Customer focused</b>                    | <ul style="list-style-type: none"> <li>• manages complex customer/client relationships</li> <li>• ensures regular contact with customers/client is maintained until problems are resolved</li> <li>• consults on service provision and uses feedback to implement service improvements</li> <li>• develops and reviews quality standards for service delivery</li> <li>• manages customer/client expectation and conflicting need.</li> </ul>   |
| <b>Works Effectively with others</b>       | <ul style="list-style-type: none"> <li>• builds and maintains constructive working relationships with other teams and groups</li> <li>• encourages equality and diversity in the workplace</li> <li>• treats people at all levels of the organisation with respect and values their abilities and contribution</li> <li>• tackles difficult issues of harassment, victimisation and racism in the workplace</li> <li>• facilitates open discussions and resolves conflicting views</li> <li>• creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.</li> </ul> |
| <b>Managing change</b>                     | <ul style="list-style-type: none"> <li>• helps others to understand and address their concerns about change</li> <li>• proactively sells and champions change programmes to others</li> <li>• manages major conflict which could prevent changes being implemented</li> <li>• asks incisive questions to open up creative thinking and fresh ideas</li> <li>• assesses the impact of change and puts measures in place to minimise risk</li> <li>• plans the communication of change to explain what is different and what is the same.</li> </ul>  |
| <b>Taking Ownership and Responsibility</b> | <ul style="list-style-type: none"> <li>• creates a sense of urgency about a situation when deadlines are slipping</li> <li>• ensures actions which are down to others take place as necessary and/ or expected</li> <li>• takes advantage of opportunities to influence future events</li> <li>• commits to own continuous improvement</li> <li>• is prepared to go beyond what appears to be required in the interests of the organisation</li> </ul>  |

- motivates individuals and groups to be proactive even when meeting resistance
- keeps promises and honours commitments

**Communicating Effectively**

- chairs meetings and facilitates groups effectively
- conveys difficult messages and gains acceptance
- diffuses conflict in a constructive non-threatening manner
- presents information in a persuasive and convincing manner
- asserts own opinions and expertise in tough situations
- is highly self aware and sociable, buoyant and positive when communicating with others.

**Planning and Decision Making**

- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
- balances strict technical interpretation of issues with the need for practical solutions
- makes decisions that take account of multiple stakeholders
- properly considers departmental cost and resource implications when making judgements
- makes tough or unpopular decisions when required
- anticipates future trends/issues and amends plans accordingly.

**Leading Others**

- motivates and drives teams to achieve departmental objectives
- stimulates challenge and constructive debate within the team
- spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities
- ensures constructive review takes place rather than apportioning blame
- leads without interfering, steps back and trusts people
- reinforces acceptable behaviours and values of the Council
- takes equal responsibility for the team's successes and failures.

**Managing Performance and Developing Others**

- holds managers accountable for their own and team performance
- encourages suggestions from managers/people to improve systems and processes
- ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change
- actively encourages and helps managers/people realise their potential and career aspirations
- sets team objectives and instils desire to exceed targets
- ensures key measures are in place including efficiency and where appropriate productivity.

**Political Sensitivity**

- recognises department/Council wide constraints - what is or is not possible in different circumstances
- uses departmental/Council wide relationships to get things done
- accepts that the political decision making process of the Council will influence the department
- demonstrates awareness of political and community issues relating to local government.