

Regeneration, Property & Planning

Project Manager
Job Description and Person Specification

January 2017 (v2)

Job Description

Job Title:	Project Manager
Department:	Regeneration, Property & Planning
Function:	Capital Projects
Team:	N/A
Post number:	S00017; S00019
Grade:	LBR10
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Town Hall/Lynton House
Reports to: <i>Job title</i>	Head of Capital
Responsible for: <i>Job titles of direct reports</i>	No direct reports however the post holder will be responsible for supervising the work of more junior colleagues providing support on specific projects and for directly managing the work of all appointed project managers, consultants, professional teams and contractors.
Role purpose and role dimensions: <i>Overview of the job</i>	<p>Reporting directly to the Head of Capital, the postholder will lead the delivery of projects up to a value of c.£5m and support the delivery of a range of more complex projects within Council's Housing and Education capital programmes, valued at c.£120m, and support the development and delivery of the Council's regeneration programme including delivering housing through the Council's wholly owned Development Company.</p> <p>Whilst the postholder will support broader project teams on more complex projects they will be required to manage schemes directly with minimal supervision.</p>
Key external contacts: <i>Organisations</i>	Regulatory and professional bodies; contractors and consultants; tenants/leaseholders; and voluntary and community groups and members of the public.
Key internal contacts: <i>Job titles or groups of staff</i>	Members and Senior Officers in all departments across the Council.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Responsible for the management of all delegated project budgets likely to be a value of up to c.£5m at any one time.
Key areas for decision making:	<p>Selection and implementation of procurement routes for all capital services and works</p> <p>Determination and application of selection criteria to appoint consultants and contractors for all capital works</p>
Other considerations: <i>E.g. working patterns</i>	<p>Occasional out of hours working particularly in respect of attendance at evening meetings.</p> <p>Working with Members to provide briefings and advise committees.</p>

Key accountabilities and result areas:	Key elements:
Service development	<p>This will involve:</p> <ul style="list-style-type: none"> • Support the development, implementation and review of a common methodology to the management of capital projects building upon the principles of the intelligent client function; • Effectively monitor and report on spend, progress and risks across the capital programme, escalating issues as required; and • Support efforts to develop opportunities for the Council to sell capital project services to partners and third parties (i.e. schools, Vision, health partners etc).
Capital Projects	<p>This will involve:</p> <ul style="list-style-type: none"> • Responsibility for the direct management and supervision of all project staff, professional teams, consultants and contractors appointed to support the delivery of relevant capital projects - setting targets, monitoring performance and taking corrective action as required; • Play a leading role in the development of the capital programmes in respect of Housing (including through the Council's wholly owned Development Company), Education and Regeneration etc; • Develop clear project briefs/specifications, working and leading negotiations with sponsor departments to secure agreement on outputs, budgets and programmes for individual projects; • Lead and, where required on more complex schemes, support the development and delivery of capital projects from inception through to completion including: <ul style="list-style-type: none"> ○ securing relevant internal approvals; ○ undertaking procurement activity in line with relevant policies; ○ representing the Council's interests in discussions with consultants/contractors; ○ leading all negotiation with consultants/contractors on the Council's behalf to ensure that the best possible outcomes are achieved; ○ monitoring delivery against agreed cost, programme and quality targets (escalating issues as necessary); ○ managing handover arrangements to ensure that projects are provided to BAU host departments in a fit state and that all health and safety manuals and user training is completed; and ○ undertaking project closure reviews to record project outcomes and capture any learning points. • Where required, support the development of capital project proposals in respect of regeneration, transformation, property maintenance etc, providing expert advice to colleagues to ensure that schemes can be effectively and efficiently delivered.
Corporate Property input into wider Council agendas	<p>This will involve:</p> <ul style="list-style-type: none"> • Provide capital project input into broader Council initiatives/workstreams including transformation activity, Public Health Programmes, Regeneration/Economic Development activity, Housing Development (including through the Council's wholly owned Development Company) and Estate Regeneration.
Other	<p>This will involve:</p> <ul style="list-style-type: none"> • All other duties commensurate with the grading of this post as directed from time to time by the Head of Capital.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.

Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Project Manager		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I – T	Weighting
Minimum education/ qualifications:	Good quality degree in relevant subject	A	3
	Project Management Qualification, i.e. PRINCE2	A	3
	A recognised professional qualification (RICS, CIOB)	A	3
Minimum experience/ knowledge/ skills:	Practical experience in the management of a diverse range of capital projects from inception through to completion.	A-I	3
	Knowledge of financial, legal (i.e. contractual) and planning processes/regulations in relation to capital project management in England.	A-I	3
	Ability to maintain financial information, ensuring financial compliance, monitoring and evaluation.	A-I	3
	Understanding of the political, commercial and economic context within which the Council’s asset management activity is undertaken.	A-I	3
	Experience in the supervision and management of professional teams in a project environment.	A-I	3
	Experience of working within local government	A	2
Minimum behaviours: Customer service	A clear commitment to excellent customer service with proven experience of having driven a customer focussed approach in similar roles.	A-I	3
Communicating and influencing others	Strong interpersonal skills, ability to form relationships at all levels and communicate effectively both verbally and in writing.	A-I	3
	Good negotiation and influencing skills.	A-I	3
Working together	Highly developed team working skills within a range of roles.	A-I	3
Analysis and judgement	Ability to assess dynamic situations and determine clear ways forward with minimal supervision.	A-I	3
Driving improvement	Ability to review and analyse personal performance and implement changed ways of working to address any issues.	A-I	3
Adaptability	Highly flexible style and ability to respond to changing priorities.	I	3
Leadership and managing people (<i>for those with line management responsibility</i>)			
Strategic perspective (<i>for senior management posts</i>)			

Special conditions:	Ability to work flexibly including attendance at meetings outside of normal office hours, including at weekends.	A	3
	Full UK Driving License and use of a suitable vehicle to attend meetings around the Borough.	A	2
Signature of Employee:	Name:	Date:	