

Job Description

Job Title		Project Manager			
Department		Housing Management		Function	
Team	Asset Management		Post number	HO0241	Grade LBR13
Reports to			Senior Project Manager		
			Post to be re-evaluated	Yes	No
Responsible for (include people and resources)			Project Budgets up to £10m per annum		
Purpose of job Reporting to the Senior Project Manager, the post holder will project manage the delivery of Decent Homes, Planned or Cyclical Maintenance or Responsive Repair programmes of work on housing stock in the London Borough of Redbridge. Most programmes will operate within a “Project Partnering” environment and the Project Manager will manage main contractors, supply chains, specialists and consultants and drive continuous improvement to provide high quality outcomes within time and cost targets. Aware of the Constructing Excellence agenda, the post holder will be the key individual responsible for preparing, coordinating and delivering capital schemes or term contract work to Housing Stock and related assets.					
Major duties and responsibilities <div><div>1.</div><div>To lead projects and implementing programmes of work to meet the objectives of the Redbridge Housing Asset Management Strategy and Delivery Plan.</div></div> <div><div>2.</div><div>To manage both in – house and consultant multi-disciplinary teams including Contract Administrator, Building Surveyor, Cost Consultants, Architects, Clerk of Works, Mechanical/Electrical/Structural Engineers, Party Wall Surveyors, Planning Supervisors, and other specialist consultants, as required, and organising and supervising the teams on a day to day basis to deliver allocated projects, within time, cost and quality constraints and to Redbridge Housing business plan targets.</div></div> <div><div>3.</div><div>To be responsible and accountable for finance control of projects in excess of £10m annually and potentially up to £30m for multi-year programmes and provide the Project Board/Executive with a summary of programme and financial status at agreed intervals.</div></div> <div><div>4.</div><div>To provide key reports and performance information to the Housing Client or Senior Management, Redbridge Housing Board and contribute to quarterly reviews and annual statistical returns to central government on Best Value Performance Indicators in accordance with the reporting requirements.</div></div>					
Specific Responsibilities					
Programme Preparation and Delivery <div><div>1.</div><div>To lead on the preparation and delivery of multi year programmes ensuring that investment needs are met and resources maximised and used to optimal effect for the refurbishment and improvement of the housing stock.</div></div>					

2. To ensure that all technical and quality standards are regularly reviewed and applied in relation to programmes and to ensure that Constructor's proposals meet the required brief and standard specific to the needs of individual units, blocks and estates to all projects within the respective contract area.
3. To ensure that all approvals are obtained in relation to funding, building control, planning, party walls, leasehold legislation, fire safety, CDM or other relevant statutory requirements where it falls to the client organisation to seek approvals or compliance.
4. For capital schemes, develop, submit and present annual programmes for approval and consultation to formal meetings or other structures of Redbridge Housing and to make agreed programmes available for Council Members, Residents and other external stakeholders and staff within Redbridge Housing through various media as required.
5. Deliver annual programmes via directly managed technical staff or consultants through established project management structures, to deliver a multi million construction programme, making best use of main constructors, subcontractors and supply chain arrangements.
6. To be able to foster and implement a "partnering approach" to delivery of construction projects and the adoption of non-adversarial Forms of Contracts, (e.g. PPC 2000).
7. Consider variations to contracts requested by the Client Service or as suggested by consultants, and ensure that Change Control procedures are adopted and, where necessary, seek the appropriate approvals.
8. Where necessary, advise on the method of procurement and Form of Contract, and be responsible for evaluating tenders, advising upon any necessary reductions and making recommendations on tender acceptance to Senior Management or Redbridge Housing Board.
9. Quantify the environmental impact of schemes in compliance with the legislation and Redbridge Housing Asset Management Strategy and Sustainability policies.

Performance Monitoring

1. To manage, monitor and control in-house technical resources within the project team area and to review and report on performance, making recommendations and acting where necessary to meet the required departmental and project targets.
2. Report to the Senior Management Team or other Monitoring Panel as required on a monthly basis on expenditure, programme, KPI's, risks and general contractual and project issues. To take the necessary action and/or provide reports recommending action as a result of reviewing performance against forecasts or targets.
3. To ensure that all necessary data is accurately and regularly loaded onto Codeman or other monitoring software as required and that reports with recommendations are made in respect of KPI outcomes and that these are reported for review at various informal and formal meetings.

4. To carry out regular procedure audits to ensure that the contractor is operating in line with agreed method statements and flow charts.

Budget Monitoring

1. To be responsible for managing the constructors and product delivery agents including monitoring contractual payments.
2. To ensure receipt of accurate financial data from the finance system, from consultants and from constructors, in order that financial progress and projected project activity can be properly assessed and evaluated.
3. To evaluate spend profiles and compare to current activity and report to Programme Boards and other stakeholders on required actions. To be responsible for recommending and initiating appropriate corrective action(s) as applicable.
4. To check that the application for payment for prime cost and fixed costs works are accurate and justifiable and to advise the Cost Advisor as necessary when valuations are prepared.

Programme Monitoring

1. To ensure receipt of accurate project programme and output data from consultants and from constructors.
2. To analyse the information provided, in order that physical progress and future programme activity can be assessed and evaluated.
3. To report to line manager, members and Programme Boards by means of highlight reports or other reporting formats on any required actions to maintain or recover progress and/or spend.

Reporting and representing the Asset Management Team

1. To provide reports on any matters associated with managed projects and attend formal meetings established by Redbridge Housing, The Council, public meetings, contractual meetings, meetings with stakeholders groups as required to report upon progress of projects.
2. To attend monthly reviews of capital expenditure and report on physical and financial progress. To attend meetings convened to address exceptions.
3. To attend evening meetings as required and in particular for issues associated with your key accountabilities or for the furtherance of Government or Council / Redbridge Housing policy in connection with improving the housing service, Estate Committees as champion or regular participation in Redbridge Housing consultation events whenever warranted

Identification of development opportunities

1. To identify in consultation with the Redbridge Council Housing Client, land or buildings on estates which offer the opportunity for beneficial sale and/or development.
2. To undertake an initial appraisal of the opportunities and report through the Project Board structure to the relevant forum for approval and referral for further detailed appraisal.

Constructor & supply chain liaison

1. To act as lead in all contractual liaison with constructors and their supply chains To attend meetings of the formal Core and/or Project Team Group.

Project appraisal

1. To arrange for the appraisal with technical staff, residents, managers and maintainers of the stock, the individual brief for each project to be undertaken within the area programme. The stock needs must be clearly identified, surveyed and costed, with a detailed brief provided. The proposals, based upon the brief must be reviewed and agreed by the post holder, before projects can be committed.
2. To arrange for inspection of completed works, with appropriate support, to ensure that the Project brief has been met and that the relevant standard has been achieved.
3. To ensure project library records are properly kept, updated and maintained, in order to establish auditable trails when required

Co-ordination of other programmes of work.

1. To establish and maintain close liaison and involvement with officers and partners engaged in other works to Council owned stock, ensuring that works programmes are coordinated, complementary and clearly communicated to stakeholders.

Liaison with Key stakeholders.

1. To attend formal consultation meetings or focus groups to obtain input or feedback from residents on proposed or completed works programmes. Information obtained from meetings should be used to update proposals or shape future delivery and support continuous improvement of works programmes.

Professional and Technical

2. To adopt good project management methodologies (e.g. PRINCE 2), aimed at achieving consistent and high-quality service.
3. To keep abreast of all new initiatives and best practice within the construction sector and take action where necessary.
4. To provide professional advice and all appropriate building surveying duties relating to the Housing portfolio.
5. To carry out surveys and inspections to diagnose building defects, specifying remedial works or recommend further specialist reports as required by managers or by the responsive repairs contractor.
6. To advise on the accuracy or status of stock condition information and to verify and update survey information or cloned data in relation to individual properties or groups of properties using paper copy or by electronic hand-held data capture devices.
7. Fulfil the role as advisor on technical issues relating to engineering and building maintenance within the Construction Industry. Maintain up to date knowledge of all relevant professional, trade and Council legislation that may affect professional responsibilities.

General

8. To demonstrate a whole-hearted commitment to the organisational values and culture, including trusting and empowering staff and colleagues.
9. To positively promote and represent Redbridge Housing.
10. To promote an environment of continuous learning and improvement.
11. To consistently promote and apply equality and diversity, in line with Redbridge Housing policy/procedures and ensure that this is demonstrated and maintained throughout all areas of responsibility.
12. To be aware of, and observe fully and promote, Redbridge Housing policies relating to health and safety and risk management and best practice, throughout all areas of responsibility.
13. To make full and appropriate use of IT.
14. The post holder will be expected to undertake such additional duties or responsibilities, consistent with the role and grade, as may be allocated.
15. To actively promote customer care, value for money and performance management in own role.
16. Work in conjunction with the management team on the introduction and implementation of quality services and standards.
22. Ensuring that equality impact assessments are completed for policy and service areas.

Person Specification

Job Title		Project Manager			
Service Area		Housing Management		Function	
Team	Asset Management	Post number	HO0241	Grade	LBR13
<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i>					
Selection Criteria					A - I - T
Education and Qualifications: Property or construction related degree, professional qualification or substantial experience in construction, technical or property employment					A/I
Experience: Experience of managing projects involving works to residential properties with residents in occupation.					A/I
Skills: 1. Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines. 2. Ability to think laterally and develop creative and innovative solutions to problems. 3. Personal and professional demeanour which commands the confidence of colleagues, customers, Board Members, Councillors, external partners and other stakeholders, and able to establish positive relationships. 4. Ability to work effectively within a generic structure and to acquire new skills and knowledge, with a commitment to learning. 5. Ability to manage multi-disciplinary teams effectively and to prioritise own workload and to define, specify, manage and monitor challenging project outcomes and goals. 6. Ability to manage and control budgets and information systems. 7. Ability to think laterally and develop creative and innovative ideas, and to exploit new 'smarter' ways of doing things, to achieve goals. 8. Negotiating skills developed in a partnering environment centred around achieving satisfactory outcomes and value for money. 9. Good level of IT skills for analysis and to present information to a high standard.					T/I T/I T/I T/I I I A/I T/I A/I

10. Ability to think laterally and develop creative and innovative solutions. A bias for action and an ability to exploit new opportunities.	A/I
11. Good numeracy, written and presentational skills and an ability to negotiate effectively.	A/I
12. Ability to manage the budgets of projects under the control of the postholder.	A/I
Knowledge: Project Management principles relating to cost control, target setting and performance monitoring. Building Technology and Defects diagnosis relating to residential buildings Resident Involvement Change Management - Knowledge and understanding of principles, tools and techniques used for managing change and ability to implement change within the team.	T/I I T/I