

**JOB PROFILE****Post No.**

**Post Title:** Senior Project Manager

**Unit/Team:** Transformation change unit

**Grade:** Grade H

**Service:** Property Services

**Reports to:** Property Manager

**Issue Date:** August 2022

**PURPOSE OF THE JOB**

To take responsibility for the delivery of the programme of major construction and property related projects in accordance with the Councils Asset Management Strategy and to the Councils required quality standard, delivery timescales, and agreed costs.

To manage and co-ordinate individual project teams in accordance with the values and aims of the council under the direction of the Property Manager.

To deliver projects falling into various use classes including private housing, social housing, buildings used by the public and general commercial schemes.

To manage and help develop the Project Manager and Project Officers and work alongside the Corporate Property Officer, and Programme Lead Officer.

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To have a commercial approach to projects to achieve best value from the Council land holdings and property Assets.
- 1.2 To be aware and up to date with project management processes, procedures, theories and delivery models.
- 1.3 To appoint and manage external design teams and internal project resources for efficient project delivery within the Councils agreed policy and overall programme.
- 1.4 To design and implement project policies and procedures to suit Council objectives including the design or adaptation of a suite of project documents to support the planning, execution and evaluation of projects.
- 1.5 To prepare and undertake project feasibilities, project Initiation documents, project briefs, option appraisals, project plans, project risk registers and specifications as well

as exchanging information to project accountants and assisting in the analysis of financial appraisals.

- 1.6 To co-ordinate internal and external stakeholders to deliver projects in accordance with The Councils requirements.
- 1.7 To work with procurement officers and project teams in the procurement of the range of goods and services required for project delivery including pre-tender expressions of interest, advertisements, and post tender evaluation meetings and analysis.
- 1.8 To ensure high quality contract/consultant management to establish effective relationships including the use of appropriate contracts/procurement methods recording contract meetings and contract feedback all as required for the good management of contractors and consultants.
- 1.9 To manage project risks and set up project records.
- 1.10 To undertake a lessons learned exercise for each project to feed into the project evaluation and support future project planning
- 1.11 To Chair and organise project management meetings and attend the Council Asset Management Group
- 1.12 To answer technical queries in and manage a register of these documents.
- 1.13 To ensure that project files and document control procedures are maintained.
- 1.14 Prepare and present data, in various formats, to key stakeholders, including Senior Officers, Elected Members, consultants and contractors.
- 1.15 Liaise and co-ordinate a range of RBC teams, external partners and consultees on project matters
- 1.16 Carry out research where required to support the planning and delivery of projects
- 1.17 Manage dilapidation/condition survey of sites at early stages of any project to record the position of the site before any work takes place.
- 1.18 Liaise with the Contact Centre, Control Centre and Communications Teams to ensure that they are able to respond to enquiries from various stakeholders regarding the status of projects.
- 1.19 Provide the delivery of the tenant and customer liaison function when planning and delivering projects. This will include the required statutory consultation as well as the identification of vulnerabilities and issues that may present a risk to project implementation
- 1.20 Maintain a complaints and compliments register and advise the Property Manager of any matters of serious complaint in a timely manner
- 1.21 To be up to date with Health and Safety legislation and the implementation of Construction related rules and guidance such as the CDM regulations

## **2. OTHER DUTIES AND RESPONSIBILITIES**

Give general assistance to other project teams within the Council as directed.

Carry out such other project management duties, as may be assigned from time to time.

## **3. SUPERVISORY RESPONSIBILITIES**

Responsible for managing the Project Manager and Project Officers

## **4. FINANCIAL RESPONSIBILITIES**

Raise and propose project budgets

Maintain a record of all client change instructions and the subsequent impact on project spend

Take corrective action to maintain project spends within approved limits

## **5. RESPONSIBILITY FOR ASSETS AND DATA**

The post holder will:

- Be responsible for all equipment issued to perform the duties of the role.
- Be required to create, maintain and manage appropriate databases in accordance with corporate guidelines.
- Ensure the secure storage of all project documentation.
- Ensure quality through comprehensive filing and management of emails and document
- Contribute to the digitalisation agenda through ensuring the effective exchange of data and storage of documentation through electronic means as far as is practicably possible

## **6. EXTENT OF PUBLIC CONTACT**

Elected Members

Senior Management Team

Other teams within and external to RBC

Contractors and consultants

Liaison and consultation with end users and key stakeholders during project planning, delivery and evaluation.

Receive and reply to emails, telephone calls and face to face visits from members of the public regarding projects involved in, including complaints and requests for information.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

To work in an agile environment and attend the office as required by the Property Manager and/or the council's agile working policy. In addition the post holder will be required to:

- Visit tenants in their homes to support the tenant liaison and project planning / delivery functions.
- Visit vacant and active Council buildings and sites and undertaken surveys
- Attend meetings on active construction sites and undertake inspections on vacant sites

## **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Manager \_\_\_\_\_ Date \_\_\_\_\_

Postholder \_\_\_\_\_ Date \_\_\_\_\_

## PERSON SPECIFICATION

### Post: Project Manager



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| <b>Part 1 Education and Experience</b>  | <b>Essential/<br/>Desirable</b> | <b>Method of<br/>Assessment</b> |
|---|---------------------------------|---------------------------------|
| Relevant professional membership CIOB , RICS or APM and appropriate degree level qualification  | E                               | A,D                             |
| GCSE grade C or above in English language or equivalent standard  | E                               | A,D                             |
| Experience of managing construction and property projects in a similar organisation/complex environment on large scale projects (£5M plus) on commercial or residential projects                                    | E                               | A,I                             |
| Experience of preparing project systems, project plans, project appraisals, risk registers, and options appraisals  | E                               | A,I                             |
| Good working knowledge of Health and Safety legislation relating to construction Projects   | E                               | A,I,R                           |
| Sound experience of specifying and commissioning professional services and construction works including contract procurement, contract management plus the ability to manage and supervise a diverse range of works | E                               | A,I,R                           |
| Experience of setting managing and monitoring significant capital and revenue budgets   | E                               | A,I                             |
| <b>Part 2 Abilities and knowledge</b>   |                                 |                                 |
| Evidence of strong project leadership and excellent communication skills, both written and verbal.  | E                               | A,I,R                           |
| Excellent customer service skills to a variety of stakeholders including elected members  | E                               | A,I,R                           |
| The ability to create customer focused teams and work well within teams.  | E                               | A,I,R                           |
| Computer skills and in particular, the ability to use Microsoft Office software ie. Word, Excel, Power Point, Outlook,  | E                               | A,I                             |
| Secondary Project Management qualification eg Prince 2 APM etc  | D                               | A,D                             |
| Full UK driving Licence and access to own transport for business use  | E                               | A,I,D                           |

|  |   |
|--|---|
| Application  | A |
| Interview  | I |
| Test (written, presentation, practical – eg word processing) | T |
| References   | R |
| Documentary – eg certificates                                | D |