

## Role Profile

**Role Title:** Leisure Capital Projects Officer

**Service Area:** Leisure and Natural Infrastructure

**Scale:** SO1

**Reporting to:** Leisure Capital Projects Manager

**Responsible for:** Project management of contractor and volunteers, matrix management of multidisciplinary project delivery teams

## Purpose

- To be responsible for the successful development and delivery of small-scale capital and other leisure projects and programmes within the district of Three Rivers.
- To manage complex relationships both internally and externally in relation to the achievement of the project deliverables.

## Key Responsibilities

- Provide clear and visible leadership to project contractors and partners
- Develop and manage complex relationships between internal and external stakeholders including funders (e.g. Heritage Lottery Fund, Departments of His Majesty's Government, Sustrans etc), service users, senior officers and Council Members.
- Actively contribute to the development and implementation of Council's Leisure and Natural Infrastructure service and asset plans, taking a lead on the development and delivery of capital works projects and programmes as identified by the Leisure and Natural Infrastructure Service Plan and work programmes.
- Develop, deliver and effectively close projects within the Leisure and Natural Infrastructure Service Plan and work programmes.
- Lead the production of specifications, tenders and contract documents on behalf of the Council with regard to capital construction, repair and modification projects (e.g. educational specifications, permits, project schedules, cost analysis, permits, purchasing/bid time and construction, etc.).
- Support project procurement processes including making recommendations to Council Committees and/or Senior Officers on suitable contractors.
- Monitor capital projects to ensure that they are delivered on time, within budget and to the appropriate quality standard while adhering to the Council's decision making, procurement, financial management and other processes.
- Develop and monitor individual project risk management plans and the implementation of risk treatments.
- Manage capital construction activities ensuring that all phases of construction project are completed within specifications and with minimal interruption to service users.

- Monitor project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring objectives are achieved within budget and timeframes and in compliance with established requirements.
- Provide briefings on the work of the leisure projects team to senior managers and Members, both verbally and in writing.
- Collect and report on performance information, contract monitoring results and customer feedback in line with council procedures and standards
- Ensure all contractors follow and adhere to the Council's health and safety policies and to ensure relevant paperwork (including Risk assessments) is obtained prior to commencement on site or delivery of activities
- Develop stories and content for the Council's and related websites, social media and project-related websites to support the Council's communications strategy.
- Undertake any other reasonable duties as required by the Head of Leisure and Natural Infrastructure or Associate Director for Environment.
- Undertake when requested administrative duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e. processing postal votes, canvassing properties during office hours.
- Deputise for the Leisure Capital Projects Manager as required.

### **Specific Knowledge, Skills, and Expertise**

- A diploma or equivalent level qualification or equivalent years' professional experience in a relevant area e.g. project management, contract or landscape management.
- Knowledge of policy development and the place of leisure provision and/or land management within planning application processes.
- Knowledge of health and safety, particularly in relation to use of public open space and leisure service environments.
- Knowledge of project management methodologies
- Project or other Management qualification/certification (desirable)
- Experience of managing projects ensuring delivery according to schedule, budgetary and specification requirements
- Experience of delivering public/community consultation, working with the public and user groups to improve facilities and develop collective ownership of projects and places.
- Shows resilience and integrity under pressure.
- A high level of motivation and a drive for excellence.
- Ability to demonstrate a strong commitment to equality and diversity.
- Ability to develop positive relationships with partners, community groups, the business sector, elected members, and the public.
- Demonstrates excellent communication with internal and external officers and stakeholders.
- Seeks and conveys the right information to help themselves and others to take appropriate actions and make good decisions.
- Able to plan and prioritise own workload and that of others, recognising when to take responsibility and when guidance is needed.
- Demonstrates and understands the aims, values, and objectives of the council's approaches to the provision and management of parks and open spaces.
- Demonstrates willingness to share and learn from own and others' experiences and suggests ideas for possible improvements.

- Ability to assess and challenge the community impact of developments in relation to parks and open spaces.
- Flexibility to work unusual hours

## Key Relationships

- TRDC Leisure and Natural Infrastructure, Grounds, Property, Strategy and Partnerships
- Parish and Community Councils
- Other public bodies and local authorities
- Commercial and voluntary organisations
- Friends of Groups
- Countryside Management Service
- Residents Associations
- Community wildlife groups and organisations
- Members of the public
- Professional Bodies
- Consultants
- Contractors
- Local Business and Leisure organisations