

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Asset Project Manager
GRADE: Grade 9
SERVICE AREA: Corporate Asset Management
RESPONSIBLE TO: Head of Property Services

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Essential Car User
3. 2-year fixed term contract

DATE ISSUED: February 2026

JOB PURPOSE:

To lead the professional, practical and comprehensive design, development and delivery of priority asset projects within the district of Harborough, in line with asset projects within the capital scheme programme aligning with the corporate strategy creating innovative, comprehensive and practical deliverable solutions for the improvement of council owned assets.

PRINCIPAL RESPONSIBILITIES:

1. To work with the Head of Service to lead and manage the development and delivery of projects in line with the corporate property strategy and the approved capital project programme.
2. To provide sound advice, analysis and direction, on complex project matters to senior management, members, and others including in formal and informal member forums.
3. To provide full and effective project management throughout the life cycle of the project whilst consistently ensuring good practice, compliance and appropriate governance are followed providing full audit trails for capital projects using project management techniques, such as PRINCE 2, or other appropriate management processes/tools
4. To liaise, negotiate and work in partnership with private developers, landowners, investors, other businesses and public and third sectors organisations to bring forward schemes.
5. To identify appropriate procurement options to appoint consultants and contractors including through open tenders and frameworks.

6. To prepare, provide and present reports including key information to CMT and Members on project status, accounting for project cost, time and risk mitigation and benefits achieved.
7. Establish and sustain effective working relationships with senior managers and colleagues, providing constructive challenge, professional advice, and support to deliver in line with corporate strategy, and influence and motivate others to achieve this.
8. To resolve complex and contentious issues between key stakeholders and landowners/residents, managing expectations.
9. To lead and manage the development of information and management based systems to support in recording, monitoring project costs and key milestones.
10. To initiate, design and manage community engagement and stakeholder consultation and negotiations to develop and manage appropriate partnerships and networks.
11. To liaise with staff in the property team and other service areas as required, manage and allocate work and monitor progress.
12. Manage contractor relationships and provide effective contract management for the pre-construction, construction phase through to completion and sign off.
13. To provide effective project management information to enable the work programme of the service to be directed, controlled, co-ordinated and prioritised.
14. To uphold and display the HDC behaviour competency framework to at least level 3.
15. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
16. As a term of employment, the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

17. Health and Safety

- To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
- To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Asset Project Manager				
TEAM:	Corporate Asset Management				
GRADE:	Grade 9	WEEKLY HOURS:	37	ALLOWANCE:	Essential car user
CONTRACT TYPE:	Fixed Term 2 years for projects				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	Degree level in an appropriate discipline or able to demonstrate sufficient relevant experience and competence Prince 2 Practitioner or equivalent qualification Willingness to undertake further training	A, E	Commitment to continuing professional development	I
EXPERIENCE	<ul style="list-style-type: none"> • Substantial experience working within an appropriate discipline and relevant project management experience • • Good Experience of report writing and presentation skills • Experience of managing large capital budgets for projects budgets • Track record of initiating, developing and delivering successful projects • Practical experience of financial appraisal of projects • Previous experience of working within a public sector organisation • Proven track record of developing successful project teams, managing performance and quality 	A, I A, I A, I A, I A, I	Evidence of managing the development procurement process	A, I
KNOWLEDGE	<ul style="list-style-type: none"> • A thorough knowledge of project management and programme management • Proven knowledge of project management techniques and practices • Knowledge of NEC and JCT construction contracts and the management of the same. 	A, I		

<p>SKILLS</p>	<ul style="list-style-type: none"> • Ability to promote and articulate the key priorities for the district, translating vision and broad objectives into real outcomes • Ability to take financial responsibility for capital projects including the setting and monitoring of budgets and ensuring the effective spend of the budgeted sums. • Ability to manage a wide variety, and increasing number, of substantial tasks at any one time • Excellent interpersonal and team working skills with the proven ability to form partnerships in order to drive forward projects • An excellent ability to communicate orally, in writing, and using a variety of media and presentational skills to explain and gain support for wide ranging complex and contentious issues with a wide range of audiences including Members, senior management and key stakeholders • Ability work with contractors, professionals and senior staff of governmental organisations and community leaders • Ability to exercise effective judgement within constrained timescales and resources in the light of competing pressures <ul style="list-style-type: none"> • Ability to prioritise workloads and meet strict deadlines often working under pressure • Ability to work under own initiative and independence with minimum supervision and managerial direction • Ability to sensitively and regularly manage conflict situations with contractors, • Commitment to Equality of Opportunity and Health and Safety in employment and service delivery • Good ICT skills in particular Microsoft suite. 	<p>I,</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I,</p> <p>A, I,</p> <p>A, I</p> <p>A, I</p> <p>A</p> <p>I</p> <p>I</p> <p>A / I</p>			
<p>OTHER</p>	<ul style="list-style-type: none"> • Occasionally working outside normal office hours on evenings and less frequently at weekends is a feature of the work • Visits to sites will be required • Full valid driving licence and access to a suitable vehicle 	<p>I</p> <p>I</p> <p>A / I</p>			
<p>Assessment Legend:</p>		<p>A = Application</p>	<p>I = Interview</p>	<p>T = Test or Assessment</p>	<p>E = Evidence (e.g. certificate)</p>
<p>N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages</p>					