THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	**:**	Buildings Project Manager
POST NUMBER	**:**	W-CL-PD007
DEPARTMENT/DIRECTORATE	**:**	Corporate Resources
DIVISION/SECTION	**:**	Corporate Landlord
LOCATION	**:**	Civic Offices (office location may be subject to change within Vale of Glamorgan Council boundaries)
POST GRADE	**:**	9
RESPONSIBLE TO	**:**	Operational Manager Corporate Landlord Project Delivery
RESPONSIBLE FOR	**:**	n/a
LIAISON	**:**	Senior client officers across the Council, schools (including Head Teachers), building contractors and external consultants.
MAJOR PURPOSE OF POST	**:**	To project manage allocated capital projects (collectively in excess of £1m) across the council's capital and asset renewal programmes and to provide professional and appropriate advice to all clients.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- Project Management and financial monitoring for all often high value capital value projects allocated to the post holder, including verification of completion of the project to appropriate standards, within budget and within agreed timeframes.

- Provide effective liaison between client departments and internal and external stakeholders, consultants and contractors to ensure successful completion of construction-related projects.

- Deliver and commission services that are effective, eficient and economic that address the needs of the needs of the client and its customers and that meet the Council's improvement agenda.

- Keep track of all allocated projects and provide status reports when required for the Head of Corporate Landlord, the CLL Operational Manager and other Senior Managers when required (including SLT/Cabinet).

- Preparation of reports for the Corporate Landlord Service Management team, Senior Leadership Teams and as required to progress capital funded projects and to provide reports or data required for updating the Senior Leadership Team if required and attend any council meetings as required.

- To provide advice to schools and other council service areas and premises managers on all aspects of building works with due consideration of the implications of all relevant Legislative requirements such as Health and Safety, Equalities, Asbestos management, Energy efficiency, and any specific service related legislative requirements and ensure that all property compliance issues are correctly dealt with where relating to projects allocated to the post holder.

- To provide costed condition surveys when required and recommend priority repairs when required.

- Assist with coordinating recovery works following emergency situations at schools and other council buildings, for example after fire damage or flooding etc.

- Preparation and co-ordination of design and specification information and co-ordination of tender documentation with appointed Quantity Surveyor.

- Assist with the maintenance of emergency planning guidelines for all council buildings when required.

- To assist with planning the programme of and undertaking building condition surveys for all council buildings and suitability assessments of schools when required.

- To ensure that the Operational Manager Project Delivery is updated regularly on programme and budget position for each project allocated and to ensure that any issues are escalated in a timely manner.

- If required, to assist the Operational Manager Project Delivery in the production and updating of the Corporate and Schools Asset Management Plans.

- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures

- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties

- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions. In addition, you will undertake any duties with regards to fire safety evacuation commensurate with your role.

- To implement the principles of the Council's Environment Policy while carrying out the above duties.

- To report without delay any safeguarding concerns to the appropriate safeguarding officer.

- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED: **DATED:**
(Director/Chief Officer)

SIGNED: **DATED:**
(Postholder)