

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Project Manager |
| HBC Grade: | HBC9 |
| Service: | Children and Enterprise |
| Division: | Operations |

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| **Main Purpose of the Role** |
| To provide a full range of project management duties on a wide variety of schemes which will help contribute in the delivery of the strategic aims and objectives of the Council, particularly in respect of the **Economy, Enterprise & Property department.**  To ensure that all projects delivered meet the needs of service users and the public alike, are of high quality, fit for purpose, delivered on time and within budget, and comply with all relevant statutory requirements.  To assist in the delivery of the Council’s regeneration programmes when necessary by providing specialist project management input into the multi-agency led regeneration programmes.  To ensure that the Council obtains best value with regards the purchase of goods and services associated with the functions of the Project Delivery team.  To ensure that all projects are carried out in accordance with the Council’s strategic aspirations around climate change and the drive to reduce carbon emissions. |

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| **Key Duties** | |
| **1** | To manage projects from inception to completion whether delivered in-house or via external consultants and to ensure that they are delivered on programme and within financial cost limits. |
| **2** | To evaluate customer needs, prepare client briefs for the capital and major works programmes, and to carry out feasibility studies where necessary. |
| **3** | In conjunction with the Procurement Centre of Excellence prepare contract documents when required, adjudicate tender returns and make recommendations to the Divisional Manager. |
| **4** | Commission external consultants, inclusive of preparing commission documents and adjudicating tender submissions in respect of same. |
| **5** | Manage and monitor external consultants delivering professional services associated with the projects being delivered. |
| **6** | Contribute to the Councils Asset Management plan, divisional plan and monitoring reports in respect of all necessary performance indicators associated with the delivery of projects. |
| **7** | Provide cost advice to members of the department and other officers within the Council with regards construction related procurement. |
| **8** | To manage projects from inception to financial completion by integrating both specialist in-house officers and consultants to ensure the programme and financial cost limits are strictly adhered to. |
| **9** | Provide advice in respect of contract documentation preparation to other officers within the Council with regards construction related procurement. |
| **10** | Authorise payment of certificates and invoices and ensure compliance with Council Standing Orders and departmental financial regulations. |
| **11** | Ensure all necessary information associated with the projects being managed is uploaded onto the P2 property database. Where the works affect the various surveys held on the P2 database liaise with the FM Building Surveying Officer in order to update all necessary information. |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time by the Divisional Manager Operations which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Must be a corporate member of the RICS or an equivalent relevant professional body.  Hold a relevant degree level or equivalent qualification |  | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Must have a reasonable level of experience in project management within the construction sector, preferably client side. | Must have a good knowledge of all aspects of project management and the construction process. | Must be: self motivated, able to focus on strategic aims & objectives of the department, able to prioritise and monitor quality of own performance and focus on own learning and development. | Application / Interview /Assessment |
| Must have experience of financial and budget management with regards construction projects |  | Must have good interpersonal and communication skills and be committed to delivering a high quality service and achieving best value and excellent customer service. | Application / Interview /Assessment |
|  |  | Must have good general IT skills and be familiar with property management systems. | Application / Interview /Assessment |
| **DESIRABLE** | Experience in setting up and managing capital works programmes together with experience in building design and construction project management. | A good level of knowledge of other consultant disciplines within the construction sector. | Experience in CAD with the ability to produce working drawings with regards construction projects | Application / Interview /Assessment |
| Experience in managing other consultant professionals across the construction sector |  |  | Application / Interview /Assessment |
| Experience in wider project management other than pure construction project management desirable. |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Must be able to drive and hold a valid driving license |  | Interview / Assessment / Documentation |
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|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.