# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

**Job title:** Capital Projects Programme Manager

**Grade:** 10

**Reports to:** Head of Capital Projects

**Responsible for:** Project Co-Ordinator/s & Project Officer

**Directorate and Service area:** Place & Economy - Assets & Environment

## Purpose of the job

The Programme Manager will be responsible for defining, developing and successfully delivering key programmes and projects within a specified service area which are complex and/or have a high level of risk attached e.g. Childrens Services.

The role is responsible for leading and managing a team which consists of Project Co-Ordinator/s and Project Officer and working with a team of Construction Project Managers to deliver the programme of projects in the specified service area.

To oversee the successful delivery of allocated programme and project outcomes, benefits and financial targets, including the implementation of allocated large-scale partnership projects. They will achieve efficient delivery of programmes & projects through proactively developing key relationships with stakeholders both internally and externally.

## Principal responsibilities

* Responsible for the development, delivery and implementation of a capital projects programme for a specified service area to ensure the successful delivery of the projects within it.
* To lead, manage and develop staff in the team and manage consultants and temporary staff to promote, deploy and prioritise the use of staff to ensure that projects are delivered on time and on budget.
* To oversee the reporting of specified areas programme and projects to the service and relevant project and capital boards ensuring the necessary processes are followed.
* Delivery of projects from brief through design and delivery. Initiating, planning, executing, controlling, and closing the work of a team achieving specific goals and meeting specific success criteria at the specified time.
* To review, understand and interpret the councils vision for the specified service area and to lead the reviewing and setting of delivery plans, targets and objectives for the programmes and projects.
* Ensure that projects and programmes delivered by the team follow robust project management methodology and are delivered successfully through good project management discipline, strong governance and the proactive management of risks and issues.
* Ensure that programmes and projects are well communicated and its partners and stakeholders are kept informed and engaged in the process.
* Manage the programme budget to ensure the effective use of resources, updating forecasts, providing regular monitoring and developing cost plans and business cases for future projects.
* Develop highly effective, strategic relationships with stakeholders, both internal and external and to ensure that the councils programme of capital projects are delivered to specification, on time and within budget.
* Procure, manage and co-ordinate external consultant’s inputs to the projects working within the legal requirements, policies, financial procedures, procurement, frameworks rules, adhering to the recommended practice to protect the council from risk.
* To submit bids and undertake regular monitoring, evaluation and reporting of all outputs and outcomes to external funders or internally on the identified projects where appropriate.
* Ensure full compliance with funding requirements, statutory consents and any other approvals and that all legal requirements and obligations in relation to the health and safety, environment, conservation, planning and construction are met in full.

## General responsibilities applicable to all jobs

* Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
* Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
* Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
* Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree-level or equivalent in a relevant subject, or equivalent by experience  PMO3, MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience |  |
| Experience and Knowledge | Evidence of success in implementing programmes and projects in either a public or private sector setting.  Demonstrable evidence of managing projects to time and budget in a multi-disciplinary and partnership environment, working within an effective project methodology.  Procurement. Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU, and undertaking tendering including undertaking evaluations, producing and collating tender documentation.  Knowledge and experience of project management concepts and methodologies and when to appropriately use them.  Experience of successfully managing performance and providing clear constructive feedback to design teams and principal contractors performance using agreed targets and timescales |  |
| Ability and Skills | Strong interpersonal skills and excellent communication. Experience of presenting and a high level of skill in using other communication tools in a project environment to a wide range of stakeholders of different levels  Evidence of success in managing key stakeholder relationships to enable delivery of programmes and projects in either a public or private sector setting  Experience of managing projects in a dynamic and complex environment, handling multiple projects and programmes.  Proven experience in delivering successful outcomes with the ability to manage influence, challenge and negotiate with stakeholders, including interpreting end user requirements producing successful outcomes, managing projects to time and budget in a multi-disciplinary and partnership environment.  Ability to manage and resolve conflict to make decisions on complex projects.  Proven ability to work to tight deadlines and manage own workload.  Ability to take the lead, engage and motivate a team of people to deliver a set of clear targets and expectations.  Ability to effectively plan and manage complex project budgets and resources including forecasting, monitoring and reporting. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |