WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Construction Project Manager (CPM)

Construction Team, Assets & Environment Service, Place, Economy & Environment Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

Working with a range of internal and external clients/end users, stakeholders and partners to define, develop and deliver capital construction projects that range from £5k to £50M, many of which are complex and challenging to deliver. Leading construction projects including managing external consultant design teams and contractor/developer delivery teams. Responsibility for the end-to-end delivery of multiple construction projects, potentially simultaneously, across a variety of sectors such as education, care, corporate property, public buildings, etc and ensuring compliance with Central Government, Local Government and corporate governance and standards.

WNC delivers a high profile and wide-ranging capital programme to improve its existing assets portfolio and create new assets such as schools, commercial units and cycling & walking infrastructure to ensure effective and practical environments for the benefits of our community, frontline services and end users, some of which are vulnerable adults and children. Therefore, the role provides a high degree of job satisfaction through the creation of tangible social, economic and environmental benefits that contribute to the objectives and priorities in the Council's Corporate Plan and are inherent in many of the projects being delivered.

Accountable to:

The CPM will work in the Construction Team with a team of six existing CPMs reporting to the Construction Team Manager. The Construction Team report to the Head of Regeneration and Construction within the Assets & Environment Service which, in turn, sits within the Place, Economy & Environment Directorate.

Responsibilities:

1. **Construction Project Management**: Delivery of projects from conception through design, implementation and handover. Initiating, planning, executing, controlling, and closing the work of a project team to achieve specific goals and meeting specific success criteria at the specified time and budget. Utilise the Council's Project Management Methodology from conception to closure.

2. **Strategy:** Review, understand and interpret the Council's vision for its strategic estate, education, care, leisure and service property needs. To develop the use of its assets and land, working within available parameters and governance. To work with clients to develop project delivery strategies that meet their strategic and operational needs. Recommend appropriate solutions and ultimately be accountable for delivering the outcome that meets the Council's end user requirement. Produce programmes and business cases for projects for approval and inclusion in the Council's capital programme.

3. **Stakeholder Management:** Develop and maintain highly effective, strategic relationships with clients, stakeholders and partners/providers both internal and external and to ensure that the Council's programme of capital projects are delivered to specification, on time and within budget. Develop a stakeholder management plan ensuring all stakeholders and their degree of interest/control on the project is identified and managed ensuring the success of the project outcomes. Develop the stakeholder structure to ensure the appropriate communication with the appropriate stakeholder is undertaken at the right time and managing expectations throughout the delivery of the project. Work with stakeholders and end users to fully understand the nature and need of the service and develop the appropriate client brief of the project to meet this.

4. **Governance:** Work within the legal requirements, policies, financial procedures, procurement, frameworks rules, PMO, adhering to the SORPs to protect the Authority from risk. Ensure that the external members of the project team are fully conversant with those parameters under which they need to operate and manage the full compliance to these throughout the project. Ensure all aspects of the project are appropriately recorded, including the work programme,risks and issues registers, lessons learnt log feedback process and that the KPI's set for the project are met by design teams and contractors. Ensure that there are no design clashes that would risk the project's successful delivery, ensure any clashes are rectified at design stage and do not reach the build programme.

   Maintain the integrity of the project and team throughout the project, ensuring Project is delivered within the governance parameters and approvals sought at the required steps in the process.

   Ensuring compliance with health and safety legislation such as the Construction Design & Management Regulations 2015 (CDM2015) at all stages pf project delivery.

5. **Risk & Issue Management:** Develop and manage the project risk and issues register ensuring that the risks are costed and mitigated to the lowest possible level that the Authority can accept. Report monthly on the project with an updated status. Alert the client to any issues on the project and the solutions available to mitigate negative situations. Continually update the Risk & Issues Register managing residual risk where an original risk has been recognised.

6. **Finance:** Take full responsibility and accountability for managing the client's budget maximising value for money. Monthly capital monitoring and project cash profiling to meet the corporate monitoring calendar. Manage and control all aspects of the accounting process from setting up the supplier to receipting invoices and monitoring payments to suppliers.

   Responsible for the production of business cases for projects for approval and inclusion in the Council's capital programme

   Where required, contract management/administration including verification and certification of payments and establishing the value of variations and instructing variations.

   Full responsibility for the end-to-end process of procurement for the project including selection of the specialist roles within the Design Team and the Principal Contractor. Responsible for evaluating tenders and producing reports for approval to proceed to contract award ensuring full due diligence has been undertaken and a robust auditable process has taken place.

   Where budgets are at risk of being exceeded, taking the lead on Value Engineering to determine equivalent solutions in performance at lower cost

7. **Leadership:** Identifying the required members of the project team and drawing them together to contribute positively towards project delivery. Identifying where specialists are needed to undertake the design work for the project, procuring them and leading this team to produce a fully compliant design which meets all regulations for the project, Building Control regulations,

   CQC, Ofsted, NHS, CDM-2015 and others more pertinent to the end use of the building. Responsible for awarding contracts to Design Teams. Setting parameters on the project such as time, cost and quality roles & responsibilities to ensure value for money is obtained. Management of consultants and contractors to avoid conflict/disputes wherever possible.

8. **Reporting:** Report to the necessary stakeholders/clients providing advice on required solutions to issues that have arisen during a project. To report accurate, up to date information to the Client/PMO and relevant parties as and when required. Report to and advise Project Boards and stakeholders resolving issues and recommend corrective action as appropriate so that projects are sustained and implemented, working within the agreed project governance arrangements.
9. **Communication:** To develop, as part of the stakeholder management plan, a communication plan to ensure effective communication with all stakeholders and the project team is maintained as set out throughout the project. This should establish the methods of communication based on the receiver's requirements.

   Undertake consultations with the community where projects require this.

   Liaise with internal Communications Team colleagues within the Council to create positive media releases when appropriate. Liaise and manage Councillors and senior management who have an interest in projects.

10. **Agility:** Be agile and flexible enough to adapt the project ensuring the project has flexibility within its parameters to allow for change should the strategy, regulations or outcome require change during the delivery of the project.

11. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.

12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

Skills and abilities:	Essential / Desirable	Measured by
Communication & Numeracy - demonstrate excellent communication (both verbal and written) and numeracy skills. Ability to produce reports for senior managers, deliver presentations to all levels of the organisation.	Essential	A, I, P
Interpersonal - ability to influence, challenge and negotiate with stakeholders, whilst mainatianing good, productive working relationships.	Essential	A, I
Leadership - ability to take the leadership of a team of people to reach a common goal.	Essential	A, I
Decision making - ability to take an ambiguous situation and make a sound, objective decisions with the information available.	Essential	A, I
Conflict management – ability to work pragmatically as an arbiter when required to realise the best outcome for the Authority.	Essential	A, I
Change management - ability to develop and deliver projects and successfully manage change within projects and working practices in relation to lessons learned.	Essential	A, I
Organisational - demonstrate self-motivation and working independently as well as in a team, excellent time management. Ability to manage multiple complex projects and all related challenges to set timescales.	Essential	A, I
Financial Management - ability to establish and manage complex project budgets including order processing, forecasting, transaction reporting.	Essential	A, I
Health & Safety Management - ability to identify hazards and risks in design and construction and ensure that they are adequately addressed. Identify and report any unsafe practice/situations and ensure that issues are addressed.	Essential	A, I
Political - ability to recognise and manage political sensitivity within a project.	Essential	A, I
Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Technical – strong technical knowledge and understanding of the built environment/buildings, property and project management, specifically building fabric, construction methods and materials and mechanical & electrical systems.	Essential	A, I
Technical – proficient in the use of AutoCAD (or similar) and BIM.	Desirable	A, I
Project Management - use and understanding of formal project management methodologies.	Essential	A, I
Risk and Issue Management – assessment of project and construction risks and issues and possible mitigations.	Essential	A, I
Contract Management – understanding of main components of industry standard professional services and construction contracts and management of such.	Desirable	A, I
ICT – proficient in the use of IT software and hardware to meet business needs. The minimum expectation would be MS Word, Excel, Powerpoint, Project.	Essential	A, I
People Management - stakeholder management, consultation and liaison.	Essential	A, I
Local Government - awareness of the Local (and National) Government agenda, current issues and challenges.	Essential	A, I
Ongoing learning and personal development - formal training, attending events, publications, meetings etc.	Essential	A, I, D
Property, Education and Care Management Standards - Asset management, national care standards CQC, Ofsted, DDA, ESFA Building Bulletins, Building Regulations.	Essential	A, I
Health and Safety legislation and responsibilities in building/construction/property – CDM Regs, Building Safety Act 2022, SMSTS, CSCS, Asbestos Awareness, Legionella Awareness etc.	Essential	A, I, D
Statutory Requirements - Building Regulations, Local & National planning policy compliance etc	Essential	A, I
Financial systems – Use of ERP or equivalent accounting systems	Desirable	A, I
Property Asset Management Systems – Use and understanding of computer-based systems such as Tribal - (K2), Concierto etc	Desirable	A, I
Climate change and carbon emissions – Understanding of how the Council's construction activities impact carbon emissions and how that can be mitigated.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Project Management – Management of complex construction/building/property related projects of varying financial levels. Management of capital replacement and building condition programmes from £2k to £50m. Significant experience of using formal project management processes and techniques.	Essential	A, I

Health and Safety - Experience of undertaking roles under CDM Regs 2015, producing legally required documentation such as Preconstruction Information, F10, and the ability to assess consultants and contractors' documentation including O&M Manuals H&S files and Construction Phase Plans (including RAMS).	Essential	A, I
Contract Management - production and use of industry standard professional services and construction contracts.	Desirable	A, I
Performance Management - Evidence of consistently achieved results within a largely unsupervised environment but within a clear accountability framework. Manage design teams and contractors performance using agreed KPI's thereby driving improvements.	Desirable	A, I
Procurement Management - Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU / Find a Tender Service (FTS), Tenders. Undertake evaluations, produce tender reports, produce and collate tender documentation.	Desirable	A, I
Systems/data analysis - Experience of analysing and solving complex process and systems problems.	Essential	A, I
Leadership skills - Demonstrable experience of leading people and teams.	Essential	A, I
Safeguarding - Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree level eg. BA, BSc, HND, HNC, NVQ level 4 or equivalent by experience that is Building/Construction/Property related.	Essential	A, I, D
Full or associate membership of a built environment/property and/or project management related professional institution/association such as RICS, ICE, RIBA, APM	Essential	A, I, D
Prince2 or other formal Project Management Qualification	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family and salary band:	Professional Support (PS) WNC Band PS10	**Worker type:**	Flexible
People management responsibility:	No direct line management responsibility (see below)	**Budget responsibility:**	Up to £50 million in joint control with the budget holder.

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

Working conditions & how we work:
The role does not involve any formal line management responsibility. but in practice, the CPM will work with technical support staff and a Clerk of Works who will effectively be working for the post holder under their direction. The post holder will generally procure external professional services and will be responsible for the supervision and management of the staff providing those services to ensure that the required outcomes and outputs are delivered for the project.

Even though your primary work base is One Angel Square in Northampton, as a 'Flexible Worker' you will not be allocated a set desk there and you may choose to carry out the majority (3 days or more) of your work remotely, either from home, from any other of the Council's offices/hubs or any other suitable, safe and comfortable venue such a library or temporary construction site accommodation.
You will come into your primary work base for meetings, but you will have a strong reliance on IT/virtual tools. The role requires being able to travel to sites where projects will be undertaken.

Some sites, such as construction sites, can be hazardous locations. Therefore, it is essential that the CPM has competence in building & construction health and safety and occupational health hazards associated with building & construction activities such as dust, asbestos, noise, excessive vibration, electricity, gas, confined spaces, slips trips and falls, falls from height, impact with/from vehicles and excavations and can undertake dynamic risk assessments and can plan and implement actions to mitigate risks.

As it is necessary to visit a variety of locations and sites, it is essential that a CPM has an adequate degree of mobility to undertake that element of the role.

Our organisational values and behaviours:

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council