

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Construction Project Manager – Architectural Lead**

### **Assets & Environment, PLACE**

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.



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## **Purpose and impact:**

To design, define, develop and deliver capital construction projects that range from £5k to £50M of which many can be considered complex projects due to the variety of internal/external stakeholders - funders, services, end users, clients and developers. To lead construction projects managing external consultants design teams and contractor / developer delivery teams. Responsibility for the end-to-end delivery of multiple construction projects at one time across a variety of sectors, education, care, corporate, public buildings, ensuring Central Government, Local Government and Corporate objectives are delivered realising all benefits with full governance observed.

## **Accountable to:**

This role is accountable to the Construction Project Team Manager.

The role sits within Asset & Environment - Works Services, part of the Place, Economy & Environment Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Delivery of the project from conception 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
2. To review, understand and interpret the Authority's vision for its strategic estate, education, care and service needs. To develop the use of its assets and land working within available parameters and governance. To recommend appropriate solutions and ultimately be accountable for delivering the outcome that meets the Authority and end user requirement. The value of the projects can range from £5k to £50m.
3. Stakeholder Management Develop highly effective, strategic relationships with stakeholders and partners / providers, both internal and external to the Authority and to ensure that the Authority's programme of capital projects are delivered to specification, on time and within budget. Developing 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 outturn. Developing the stakeholder structure to ensure the appropriate communication with the appropriate stakeholder is undertaken 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. To work within the legal requirements, policies, financial procedures, procurement, frameworks rules, PMO, adhering to the SORPs to protect the Authority from risk. Ensuring 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. To 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.

5. 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 adverse situations on the project and the solutions available to mitigate negative situations. Continual update of the Risk & Issues Register managing residual risk where an original risk has been recognised.

6. 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.

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

Knowing the end user requirement taking the lead on Value Engineering where there are budget constraints or issues are met impacting the budget.

7. To design using Autodesk products small to medium sized projects. When required identify the required specialists needed to undertake the design work for the project and leading this team to produce a fully compliant design which meets all regulations for the building, Building Control, CQC, Ofsted, NHS, CDM-2015 and others more pertinent to the end use of the building. Responsible for awarding contracts to Construction Design Teams. Setting parameters on the project such as Time, Cost and Quality Roles & Responsibilities to ensure VfM Matrix management is required avoid any conflict/disputes within the design team.
8. To report to the necessary stakeholders 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. 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.
10. 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. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
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. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## 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.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to design using Autodesk products from feasibility through to asbuilts	Essential	A, I, P
Experience of analysing and solving complex process and systems problems	Essential	A, I,
Demonstrable experience of leading people and teams (Design teams)	Essential	A, I
Communication with ability to represent the service with direction at challenging meetings, with integrity and confidence.	Essential	A, I
Management of complex construction related projects of varying financial levels/ Management of Capital replacement and Building condition programmes from £2k to £50m. Significant experience of using construction project management processes and techniques	Essential	A, I
Experience of producing legally required documentation (PCIP, F10,). Ability to assess contractor / PD documentation. Including H&S files and construction phase plans.	Essential	A, I
Evidence of consistently achieved results within a largely unsupervised environment but within a clear accountability framework	Essential	A, I, P
Manage design teams and principal contractors' performance using agreed KPI's thereby driving improvements.	Essential	A,I
Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU, Tenders. Undertake evaluations, produce tender reports, produce and collate tender documentation.	Essential	A, I
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
Ability to influence, challenge and negotiate with stakeholders, including interpreting end user requirements; and make suggestions to the client and design team	Essential	A, I
Ability to take the leadership of a team of people to reach a common goal.	Essential	A, I
Ability to take an ambiguous situation and make a good decision with the information provided.	Essential	A, I
Working as arbiter when required to realise the best outcome for the Authority	Essential	A, I
Ability to develop and deliver projects and successfully manage change in working practices as a result of a project.	Essential	A, I
Demonstrate self-motivation and working independently as well as in a team, excellent time management.	Essential	A, I
Ability to manage multiple complex projects and all related challenges to set timescales		
Ability to manage complex project budgets including order processing, forecasting, transaction reporting.	Essential	A, I
Ability to observe and challenge H&S practices on site.	Essential	A, I
Ability to recognise and manage political sensitivity within a project.	Essential	A, I

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
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Strong knowledge of Building Fabric / M&E systems (required as depending which role)	Essential	A, I
Strong technical knowledge of building fabric and construction methods	Essential	A, I
Building Surveyor, Architectural technician, M&E, Civils / structural engineer/ BIM / AutoCAD	Essential	A, I
Knowledge of ICT capabilities to meet business needs. Minimum - Word, Excel, MS Project	Essential	A, I
Matrix management eg design teams, contractors, stakeholders.	Essential	A, I
Awareness of the National and Local Government agenda, current issues and challenges.	Essential	A, I
Online, journals, publications, etc.	Essential	A, I
Asset management, national care standards CQC, Ofsted, DDA, ESFA Building bulletins, building regulations,	Essential	A, I
SMSTS, CSCS	Essential	A, I
Building control, Local & National planning, ecology, archaeology	Essential	A, I, D
Concerto and ERP or equivalent accounting systems	Desirable	A, I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Architectural design competency of a range of projects small and large	Essential	A, I
Management of complex construction related projects of varying financial levels/ Management of Capital replacement and Building condition programmes from £2k to £50m. Significant experience of using construction project management processes and techniques	Essential	A, I
Experience of producing legally required documentation (PCIP, F10,). Ability to assess contractor / PD documentation. Including H&S files and construction phase plans.	Desirable	A, I
Evidence of consistently achieved results within a largely unsupervised environment but within a clear accountability framework	Essential	A, I
Manage design teams and principal contractors performance using agreed KPI's thereby driving improvements	Desirable	A, I
Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU, Tenders. Undertake evaluations, produce tender reports, produce and collate tender documentation.	Desirable	A, I
Significant experience of using construction project management processes and techniques	Essential	A, I
Significant experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree level eg. BA, HND, NVQ level 4 or equivalent by experience	Essential	A, D
RIBA, RICS, APM or equivalent	Essential	A, D
Prince2	Desirable	A, 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:

<b>Hours:</b>	37 Hours per week	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	PS10	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>		<b>Budget responsibility:</b>	£5k to £50m
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

The role will require the individual to attend sites across West Northamptonshire. The work will require attendance at construction sites which will include utilising scaffold and MEWP's. The postholder must follow all safe methods of work.

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home). The postholder may be required to attend a location for meetings as directed by their manager. Typical working core hours are 9 till 4.

## 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.

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

**“Valuing colleagues as individuals and encompassing 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](mailto:Careers@westnorthants.gov.uk)



# 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.

