

Job Description and Person Specification

Job details

Job title:	Construction Project Manager
Salary:	£46,731 - 49,764
Reports to:	Head of Capital Projects
Directorate and Service area:	Place & Economy Directorate, Assets & Environment

Purpose of the job

To define, develop and deliver capital construction projects that range from £25k to £25M 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 consultant design teams and contractor / developer delivery teams. Responsibility for the delivery of multiple construction projects at one time across a variety of sectors, education, care, leisure, assets, communities, ensuring Central Government, Local Government and Corporate objectives are delivered realising all benefits with full governance observed.

Principal responsibilities

1. **Construction Project Management.** Delivery of a suite of projects from brief through design and delivery. Either specifying and procuring contractors directly or agreeing project scopes, initiating, planning, executing, managing, and closing the work of a team achieving specific goals and meeting specific success criteria at the specified time.
2. **Strategy.** To review, understand and interpret the Authority's vision for its strategic estate, education, care, leisure and other 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 £25k to £25m.
3. **Stakeholder Management.** Develop highly effective, strategic relationships with stakeholders and partners / providers, both internal and external to the council and to ensure that the councils 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, communicated and managed. 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.** To work within the legal requirements, policies, financial procedures, procurement, frameworks rules, adhering to the recommended practice 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 and that the targets set for the project are met by design teams and contractors.

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

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. Continual monitoring and update of the risk & issues register managing residual risk where an original risk has been recognised and alerting the client where situations arise.
6. **Finance.** Full responsibility and accountability for managing the budget maximising value for money including value engineering. Providing monthly monitoring and forecasting 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 design team and the principal contractor. Taking the lead on value engineering where there are budget constraints or issues are met impacting the budget.

7. **Leadership.** Identifying and awarding contracts for the required design team & specialists needed to undertake the design work for the project and leading this team to produce a fully compliant design which meets all appropriate regulations pertinent to the end use of the building. Motivating, managing and setting parameters on the project such as time, cost and quality roles & responsibilities within the project team.
8. **Reporting.** 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 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 and 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. **Agile.** 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.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. 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).

3. Understand the councils commitment 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.
4. 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	Degree level e.g. BA HNC, HND, NVQ level 4 or equivalent experience.	Essential
	Membership of RICS / APM or equivalent relevant to Construction Project Management.	Desirable
	Relevant project management qualification or equivalent or significant experience.	Essential
Experience and Knowledge	Broad knowledge of building surveyor, Architects, M&E, Civils and structural engineer roles	Essential
	Knowledge of ICT capabilities to meet business needs.	Essential
	Awareness of the National and Local Government agenda, current issues and challenges.	Essential
	Knowledge of Health and Safety law including CDM Regs, building control, local & national planning, ecology, archaeology and other relevant legislation.	Essential
	Knowledge and experience of project management concepts and methodologies and when to appropriately use them.	Essential
	Experience of successfully managing performance and providing clear constructive feedback to design teams and principal contractors performance using agreed targets and timescales.	Essential
		Essential

Attributes	Essential criteria	Desirable criteria
	<p>Procurement. Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU, and undertaking tendering including undertaking evaluations, producing and collating tender documentation.</p> <p>Project Management. Experience of the management of complex construction related projects of varying financial levels/management of capital replacement and building condition programmes from £25k to £25m. Significant experience of using construction project management processes and techniques</p> <p>Health and Safety. Experience of health and safety law including CDM Regs and producing/reviewing legally required documentation (PCIP, F10,). Ability to assess contractor / PD documentation. Including H&S files and construction phase plans.</p>	<p>Essential</p> <p>Essential</p>
Ability and Skills	<p>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.</p> <p>Ability to manage influence, challenge and negotiate with stakeholders, including interpreting end user requirements; and make suggestions to the client and design team. Ability to manage and resolve conflict to make decisions on complex projects.</p> <p>Ability to take the lead, engage and motivate a team of people to deliver a set of clear targets and expectations.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to manage projects, producing all necessary documentation and successfully manage change in working practices as a result of a project.</p> <p>Ability to effectively plan and manage complex project budgets and resources including forecasting, monitoring and reporting.</p>	<p>Essential</p> <p>Essential</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential