

## Job Description

Job Title: **Project Cost Review Manager**

Grade: **P2**

### Overall purpose of the job

The Project Cost Review Manager will review and provide due diligence for the cost and design of construction projects being delivered by consultants and contractors primarily through Cambridgeshire County Council's Education Capital Programme and, on a more infrequent basis, the property projects of other Council Directorates to ensure quality assurance and value for money is secured.

The post holder will achieve the Council's and education service objectives are delivered and contractor and consultant performance is maintained throughout all stages of the delivery whichever procurement routes are used. It will also deliver these objectives for other projects delivered for the Council using the Education Design and Build consultant and contractor frameworks.

### Main accountabilities

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1.	<p><b><u>Construction</u></b></p> <p><u>Commerical value for money assessment for construction projects</u></p> <p>Project Review and Scrutiny.</p> <ul style="list-style-type: none"> <li>- Assess, scrutinise, critique, challenge and report on consultant cost estimates and cost plans at each project milestone to ensure value for money and target costs are achieved.</li> <li>- To critically assess, interrogate, and to challenge contractors project cost estimates to ensure the best value for money cost and design solution has been provided.</li> <li>- Attend end of milestone/stage sign-off meetings to review costs with the team and ensure that total project costs are within approved budgets.</li> </ul> <p><u>Performance Management – KPI's, Carbon Footprint and Social Value</u></p> <ul style="list-style-type: none"> <li>- Ensure that contractor and consultant key performance indicators for projects are captured and measured including social value, carbon footprint for the climate change agenda and overall project delivery reporting. Monitor and review performance of existing framework contracts and make recommendations for change to existing procurement arrangements to secure continuous improvement in the delivery of the programme and its individual projects.</li> <li>- Develop, agree, implement and analyse project data to inform wider and more complex key performance indicators for delivery, taking into account the environment (CCC Climate Emergency Policy NZEB and our contribution towards it) and social value (use of local supply chains, living wage, education and training).</li> </ul>

	<ul style="list-style-type: none"> <li>- Contributing to end of project reviews identifying learning points and examples of good practice for dissemination and to inform the approach to future projects.</li> </ul> <p>Contractual</p> <ul style="list-style-type: none"> <li>- Undertake mini-competitions for Contractor appointments from various frameworks and produce tender reports for award.</li> </ul> <p>Give advice and responses on construction legal and contractual issues and make recommendations for the settlement of variations, claims and other additional project costs.</p>
2.	<p><u>Business Planning</u></p> <p>To support the BPCPM in the development, production, publication and maintenance of the annual rolling education capital building programme, via the Business Planning process. To be achieved through:</p> <ul style="list-style-type: none"> <li>- Assessment, analysis and understanding of infrastructure requirements.</li> <li>- Production of robust outturn forecast cost estimates, production and updating of budgets and forecast spend profiles for the 5-year rolling Education Capital programme. Ensuring that the costs for the appropriate financial section of the business cases for capital projects are completed along with carbon impact assessments calculations.</li> <li>- Continual monitoring and review of performance across the Education capital programme.</li> <li>- Ensuring that there are sufficient and appropriate management controls in place to enable effective programme and project delivery. That strategic framework contractors and consultants deliver these schemes and monitor and review their performance against key indicators that reflect the Council's policy priorities.</li> <li>- Assist in the production of market intelligence reports on the construction sector to support decision makers.</li> </ul> <p>Work with colleagues to develop a standard school design model based on the most recent DfE Design, Specification and Technical Standards and ensure that it kept up to date. This model will be used to assist with future Developer Negotiations and will have a robust history of benchmarked data sets behind it.</p>
3.	<p><u>Cost Benchmarking</u></p> <p>Support the BPCPM in undertaking the Council's capital cost review of projects for benchmarking against National and Regional Surveys providing reports to Education Capital Team Manager, Directors and Members to assist in future strategy for project delivery and to assist in building future saving recommendations.</p> <p>Support the BPCPM in the commercial assessment, review and evaluation of consultant and contractor framework submissions at tender and mini competition.</p> <p>Participate and contribute data for national schools delivery cost benchmarking report.</p> <p>Complete cost analyses for tendered projects in standard BCIS format and submit to BCIS.</p>
4.	<p><u>Support the Negotiation of Developer Funding for Essential New Infrastructure</u></p>

	<p>Support and assist the BPCPM in the production of Section106 cost estimates to support strategic Client funding negotiations with developers for education infrastructure required in new communities and other significant new developments (urban extensions).Key participation in negotiation meetings with developers on behalf of the Authority to establish a robust Developer Agreement that will deliver the capital scheme for the Client at minimal risk.</p>
5.	<p><u>Other accountabilities and duties</u></p> <p>Provide professional advice to the Council and other public sector partners on services offered via the in-house frameworks and ensure that the opportunities available to others to use CCC's delivery mechanisms is widely known.</p> <p>Deputise for the Business Planning, Cost and Performance Manager as appropriate.</p>
6.	<p><u>Personal Development</u></p> <p>Ensuring own personal and professional development through completion of PDP as part of the Council's approach to the performance management of staff and any necessary CPD for membership of any respective professional bodies.</p> <p>Maintaining an up-to-date knowledge of relevant legislation, government guidance, local policies, and national research.</p>
7.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key skill Level 4: Bachelor's degree; HNC; HND, NVQ Level 4 or equivalent	Quantity Surveying, or Construction Cost Management Degree or related property qualification	Essential
Higher degree; Master's Degree; Bachelor's degree + Qualification; NVQ level 5 or equivalent; including all chartered professions in the property and buildings sector and post graduate qualification	Membership of Royal Institution of Chartered Surveyors, or Chartered Institute of Builders.	Desirable
Project Management Qualification		Desirable

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

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Construction	<p>Understanding of costs and modelling to support internal challenge of presented costs</p> <p>Detailed understanding of construction market trends and current costs</p> <p>Construction methods and design solutions knowledge</p> <p>Understanding of Procurement and Contract Management and to apply these correctly</p>	Essential

Financial Management	Able to demonstrate knowledge and understanding of effective financial management together with strong budgetary control skills.	Essential
Programme and Project Management	<p>Knowledge and experience of large construction programme comprising several individual projects to ensure appropriate prioritisation takes place and that individual project goals align with the Council's objectives and are delivered within the overall programme budget</p> <p>Able to demonstrate knowledge and understanding of delivering construction projects, ideally in the local authority sector.</p>	Desirable
IT	Evidence of computer literacy and ability to use common IT applications	Essential
Performance monitoring	<p>Knowledge of data collection around principles of performance management, climate change agenda and social value.</p> <p>Practical knowledge of project progress monitoring</p>	Desirable
Education Building Bulletin Guidance, Building Control and Statutory Compliance	Education Building Bulletin Guidance, Building Control and Statutory Compliance	Desirable
Local Area Knowledge	Local area knowledge of schools	Desirable
<b>Skills</b>		
Working together & partnership	<p>Ability to work autonomously and to contribute to effective delivery of team objectives.</p> <p>Deliver results across team and organisational boundaries.</p> <p>Proven ability in fostering positive and constructive relationships with colleagues and external stakeholders</p>	Essential

	Experience of working with multiple partners to deliver a desired joint outcome.	
Respect	The ability to identify areas for improvement and the ability to offer constructive challenge.	Essential
Communication skills	<p>Excellent communication skills, both written and oral. The ability to deal confidently and communicate effectively with members of the core team, senior managers, school governing bodies, management committees, County Councillors, MPs, framework partners and a range of other key stakeholders involved in delivering capital projects.</p> <p>Strong ability to write and present concise information and reports to a variety of audiences</p>	Essential
Leadership and management	<p>Ability to lead by example through demonstrating motivation, commitment, perseverance and conscientiousness.</p> <p>Chairing and facilitating project meetings and contributing to senior level meetings to achieve desired outcomes.</p>	Essential
Negotiation and persuasion	Ability to persuade at all levels and across different agencies, services and groups to secure agreement to project plans and capital investment strategies through a process of discussion and negotiation.	Essential
Critical evaluation and analytical skills	<p>Ability to analyse, critically evaluate data and information independently and present this in a manner which is understandable to a range of audiences.</p> <p>Ability to understand and analyse complex issues and to offer sound, strategic, professional and managerial advice.</p> <p>Demonstrable ability to learn from experience.</p>	Essential

Decision making	The ability to make a decision when required and the confidence to know when to escalate an issue or problem for resolution.	Essential
Planning and organisation	Ability to flexibly plan, prioritise to deal with a range of demands and, occasionally, conflicting priorities and review performance. Tenacity and ability to focus on key issues requiring action to ensure deadlines are met.	Essential
Change management	Leadership skills required to initiate and see through change processes with the aim of securing improvements in performance.	Essential
Proven problem solving skills	Ability to foresee and take appropriate, corrective action to address potential problems.	Essential
Flexibility	Able to travel around the County and, occasionally, outside the County boundary.	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Construction cost management	Excellent understanding of construction cost structures, to review, challenge and achieve better value for money	Essential
Contract Management	Previous experience of managing existing and tendering for new contracts. Particular emphasis on Framework management in the construction sector.	Essential
Procurement	Previous experience with procuring and assessing construction tenders	Desirable
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i>	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.
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### Disclosure level

What disclosure level is required for this post?	None x	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile
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