

Job Description

Job Title: Education Capital Programme Manager (Major Works)

POSCODE:

Grade: P4

Overall purpose of the job

To lead and manage the delivery of education capital programme identified in the Children, Education and Families Capital Programme.

Ensure projects are completed on time, on budget, and to required standards.

Manage framework partners, oversee delivery teams, and provide professional expertise for all major education capital projects.

Provide strategic advice to support effective programme delivery and contribute to the Council's capital strategy.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Programme delivery and management <ul style="list-style-type: none"> Lead delivery of of education projects, including new schools, extensions, and refurbishments ranging in value from £1.5M to £55M. Ensure full compliance with the relevant financial regulations, procurement rules, planning, legal standards and statutory duties. Plan, implement, and deliver new schools, resolving complex urban planning, design code, planning application, public consultation, stakeholder engagement and political interest, issues through collaborative working. Manage any contractual dispute resolution that may arise, providing robust responses and challenging evidence provided to protect the interests of the Council.
2.	Leadership and management <ul style="list-style-type: none"> Provide effective leadership through robust performance management, giving direction through communication of the team and organisations' vision, objectives and values Create an environment of innovation with appropriate constructive challenge empowering the team to make decisions whereby individuals can develop and achieve Ensure effective resource planning, performance management, contract adherence, risk mitigation, and quality standards. Support and mentor project managers, resolving escalated issues, promoting best practices and drive continuous improvement. Line manage members of staff, taking responsibility for deliverables, supporting development of members of staff, and responsibility for pastoral support Act as initial lead/senior point of escalation within the team
3.	Compliance <ul style="list-style-type: none"> Ensure value for money and compliance during procurement processes Lead on the choice of national frameworks for procuring major works projects.

4.	Performance and monitoring <ul style="list-style-type: none"> • Have responsibility for monitoring the performance of consultants and contractors across the education programme ensuring performance and adherence to contracts. • Promote continuous improvement. • Consider feedback on CCC as a client and resolve any issues raised internally either within the Education Capital Team or within the wider organisation (planning, highways etc)
5.	Finance and Accountability <ul style="list-style-type: none"> • Ensure that all major projects are delivered within the budgets set by the Council and that a transparent, auditable, process is in place working against key project milestones and project sign offs. • Assist the Education Capital Business Planning, Cost and Performance Manager through quality assurance checking of business cases • Assist in the development, publication, and maintenance of the annual rolling education capital building programme, via the Business Planning process. • Quality-assure business cases and reports to Capital Programme Board and senior members.
6.	Representation and Engagement <ul style="list-style-type: none"> • Build strong relationships with key stakeholders including senior officers, schools, Trusts, consultants, contractors and elected members. • Lead public consultations and stakeholder meetings and communicate effectively on sensitive or contentious projects.
7.	Strategic Planning <ul style="list-style-type: none"> • Provide strategic advice on education capital planning, construction requirements, and project prioritisation. • Lead long-term programme planning (5–10 years).
8.	Equality, Diversity and Inclusion <ul style="list-style-type: none"> • Champion inclusive practices and demonstrate commitment to council policies.

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 Construction related.	Degree or equivalent in a construction-related field (Level 4 or above).	Essential

Identify	Describe	Essential/Desirable
Knowledge		
Programme Management	Knowledge and experience of running a large complex programme comprising several individual projects to ensure appropriate prioritisation takes place and that project goals align with the Council's objectives and are delivered within the overall programme budget.	Essential
Project Management	Able to demonstrate knowledge and understanding of delivering construction projects, ideally in the local authority sector.	Essential
Framework Procurement	Experience of the procurement, implementation, and management of building contracts.	Essential
Education legislation and Government Guidelines	Up to date specialist knowledge and understanding of the Department for Education's (DfE) Design Guidelines and the Education Act 2011 and the responsibility for the Local Authority to fulfil its duty to secure sufficient school and early years places.	Desirable
Financial Management	Able to demonstrate knowledge and understanding of effective financial management together with strong budgetary control skills.	Essential
Contract Management	Able to demonstrate knowledge and understanding of contract management processes and apply these effectively	Essential
Construction methods knowledge	Strong knowledge of building fabric and construction methods. Sound knowledge of construction methodology. Experience and understanding of what makes an effective construction solution.	Desirable
Local Area Knowledge		Desirable
Experience		
Programme Management	Experience of managing high value construction programmes and projects.	Essential
Time Management	Ability to work under own initiative and to cope with a complex demanding workload and to prioritise work effectively to meet tight deadlines	Essential

Working together & partnership	<p>The ability to think creatively and identify opportunities to work together and building rapport.</p> <p>Deliver results across team and organisational boundaries.</p> <p>Proven ability in fostering positive and constructive relationships with and amongst team members, consultants, and contractors and with peers across and outside the organisation.</p> <p>Experience of working with multiple partners to deliver a desired outcome.</p> <p>Proven ability to maximise the value of working together and providing focus and direction in delivering joint outcomes.</p> <p>Strong interpersonal skills in groups, teams, and one-to-one situations.</p>	Essential
Skills and Attributes		
Integrity	The ability to think and plan strategically to deliver services based on colleague and customer feedback and input, with decisions being made openly and transparently.	Essential
Respect	<p>The ability to identify areas for improvement to meet the diverse needs of customers and colleagues.</p> <p>The ability to offer constructive challenge in response to the identified poor use of built and natural resources, delivering improvements.</p>	Essential
Excellence	To consistently review current practice both in the individual's and wider team's work. To identify and deliver best practice.	Essential
Communication skills both written and oral.	<p>Ability to provide prompt authoritative advice to members of the public, senior managers, school governing bodies, management committees, elected members, MPs, framework partners and a range of other key stakeholders involved in delivering capital projects.</p> <p>Strong report writing and presentation skills.</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, taking account of available resources and other constraints.	Essential
Critical evaluation and analytical skills	<p>Ability to analyse, critically evaluate data and information 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 and to share that learning through future actions to improve service and staff performance.</p>	Essential
Interpretation and dissemination of information	Ability to demonstrate knowledge, understanding and application of DfE Guidance together with planning	Essential

	legislation, building regulations and other local policies that may impact on the delivery of a project. Ability to see the big picture, interpret it and develop relevant strategies, plans and deliverables.	
Decision making	The ability to decide when required and the confidence to know when to escalate an issue or problem for resolution. Take responsibility for actions and for making things happen and achieving desired results.	Essential
Planning and organisation	Ability to plan, prioritise and review performance. Strong management skills and expertise in the use of management information systems to specify and monitor performance.	Essential
Creative Thinking	Offer original solutions outside of conventional expectations.	Essential
Change management	Leadership skills required to initiate and see-through change processes with the aim of securing improvements in performance and/or delivering greater efficiencies.	Essential
Proven problem-solving skills	Ability to foresee and take appropriate, corrective action to address potential problems	Essential
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.	Essential
Safeguarding (include for roles working with children/vulnerable adults)	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.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard

None

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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