

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Construction Team Manager

Assets & Environment – Place, Economy & Environment

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 be the Council's professional lead for building construction. Leading, developing, and managing a multi-disciplinary design and construction delivery team on varied projects across a range of sectors within agreed project time, cost, quality, and safety, enabling services to efficiently meet their obligations. Championing good design across the Council's build programme.

## **Accountable to:**

This role is accountable to the Head of Works (who is responsible for the line management of the PFI, Flood & Water Manager, Construction, Maintenance & Assurance, and Energy teams). The role sits within Assets & Environment, part of the Place, Economy & Environment Directorate of West Northamptonshire Council.

## **Responsibilities:**

1. Lead, develop, and manage a multi-disciplinary team of professional construction project managers and designers to deliver a diverse range of construction programmes and projects, which are of priority to West Northamptonshire Council. Develop the Council's in-house technical expertise. Deputise as necessary for the Head of Service, including representing the Works services in corporate and external fora.
2. Act as the Council's subject matter expert for construction, including acting as the lead for high quality design and securing low carbon in construction and use. Provide highest level professional advice and guidance to the team and to internal and external stakeholders.
3. Be responsible for the successful delivery of key strategic Council priority programmes and projects. Develop, plan, implement and review strategies, processes and policies that enable delivery of corporate objectives. Robustly manage project and programme performance, reporting to Members, the Executive Leadership Team (ELT) and external partners such as the Department for Education (DfE). Identify programme delivery risks and implement mitigations to ensure successful delivery.
4. Be responsible for capital budget with an annual average in excess of £40m developing business cases, submitting capital proposals and Council/Cabinet reports. Support other service and operational functions within the Council in the delivery of their services, e.g. Adults, Children's, Housing, Leisure, and collaborative working with the private, other public, and the voluntary and community sector.
5. Lead and develop the procurement of designer and contractor frameworks to enable the swift and efficient delivery of the construction programme. Establish robust contract management procedures to ensure that consultant and contractors deliver and meet their responsibilities. Act as the Council's

construction contract expert advising colleagues of the most appropriate form of contract for each project.

6. Develop, plan, robustly implement, and review processes and policies that ensure compliance with health and safety legislation relating to construction, including the Construction (Design and Management) Regulations. Ensure there are constantly in place suitable and sufficient risk assessments for team to conduct its activities and duties safely.
7. General management responsibilities, including:
  - a) To comply with the policies and processes of West Northamptonshire Council financial regulations, contract procedure rules, governance arrangements and human resources etc.
  - b) Actively challenge and seek to eliminate any directly or indirectly inappropriate discriminatory practices or behaviours.
  - c) 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 lead and develop a multi-disciplinary professional team to best effect.	E	A/I/P
Ability to analyse and prepare informed proposals for the best approaches to delivering service needs via construction.	E	A/I/P
Ability to prepare concept (sketch) designs	E	A/I
Ability to design buildings using standard CAD tools.	E	A/I
Able to build highly effective relationships with key internal and external stakeholders.	E	A/I
Ability to communicate effectively and confidently in different forms (including report writing and presentations) with various customers and professionals, including clearly explaining complex numerically-based issues.	E	A/I
Able to develop high quality documents, e.g., business cases, project initiation documents, business plans, which clearly and compellingly set out options and reasons for acting.	E	A/I
Able to effectively lead task groups including ensuring meetings ensuring they are effective and objective focused.	E	A/I
Demonstrate effective use of Office 365 (including Excel, Teams, OneDrive, etc.) or willingness to undertake training during the probation period and ability to learn to use these tools effectively.	E	A/I
Ability to demonstrate awareness/understanding of equal opportunities and of other people's behaviour, physical, social and welfare needs.	E	A/I

Knowledge:	Essential / Desirable	Measured by
Advanced knowledge of best and emerging practice in construction, including health and safety, environmental, and regulatory issues.	E	A/I/P
Knowledge of how to effectively lead multi-disciplinary teams to best effect.	E	I/A

Technical knowledge of construction design principles and of current requirements around fire and building safety and the building regulations.	E	I/A
Understanding of human factors in design, for building users and others affected by a building.	E	I/A
Detailed understanding of construction and design related contracts their benefits, dis-benefits, and suitability for differing projects.	E	A/I
Knowledge of the various computational and other tools typically used to support design and construction and how these are used to best effect.	E	A/I
Knowledge of the specific legal and operational regime applying to local government in England	D	A/I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of successfully managing construction design and delivery teams, delivering multiple projects to successful outcomes.	E	A/I/P
Substantial experience of successfully working within a very busy and demanding environment.	E	A/I
Experience of scheme concept design.	E	A/I
Demonstrable experience of designing using standard CAD tools such as AutoCAD and Revit.	E	A/I
Experience of successfully negotiating with a range of stakeholders to ensure business objectives are met.	E	A/I
Experience of successfully delivering new build and extension projects, including engagement with planning, technical, and stakeholder issues.	E	A/I
Experience of managing customer contact and dealing with sensitive situations.	E	A/I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Chartered member of a relevant construction professional institution	E	A/D
Chartered Architect	D	A/D
Degree level qualification in a suitable construction-related discipline	E	A/D
Demonstrate a high level of education relevant to project management e.g., Prince 2 Practitioner qualification	D	A/D
Demonstrable continued professional development	E	A/D/I

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	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	PS	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£	<b>Budget responsibility:</b>	c£50 million
<b>People management responsibility:</b>	Team of multi-disciplinary designers and project managers		

### Working conditions & how we 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).

## 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”**

# 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.

