

Role Title	Senior Project Manager
Job Family	Economic Growth and Housing Delivery Directorate
Pay Scale	PO10
Purpose	
To plan, develop and deliver, as part of an expert team of client project managers, major projects in the Council's capital build and maintenance programmes, ensuring outcomes in relation to cost, time, quality and reputation are maximised.	
Generic Accountabilities	End Results/ Outcomes
Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>External inspections are managed effectively.</p> <p>Service delivers excellent customer service.</p>
<p>Manage responses to complex professional or politically sensitive issues within the area of responsibility.</p> <p>Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.</p>	<p>Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p> <p>Customer outcomes are clearly understood and specified.</p> <p>Services / goods are delivered on</p>

	<p>time, to budget and standards agreed.</p> <p>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</p> <p>Suppliers and supply chains are resilient and adaptable to meet changing needs.</p> <p>Expected operational efficiencies are realised.</p>
<p>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</p>	<p>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</p> <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Progress against objectives is effectively monitored and delivered.</p>
<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</p>	<p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet or exceed its objectives.</p>	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Annual budget is planned, developed</p>

	<p>and delivered. Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
<p>Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.</p>	<p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p> <p>Appropriate safeguarding training is provided.</p>
<p>Implement a risk management programme and advise on issues affecting Council service areas.</p>	<p>Business threatening situations are recognised, planned for and managed or escalated as appropriate.</p> <p>Systems and governance are in place to and respond promptly to critical events.</p> <p>Continuous service is provided.</p>
<p>Ensure the successful implementation of health and safety legislation, policies and practices.</p>	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
<p>Job Specific Accountabilities:</p>	<p>End Results/ Outcomes</p>
<p>To lead on complex projects from development, and delivery to completion, of any of the council's property capital projects</p>	<p>Complex property projects delivered on time within the set budgets and within the required standards</p>
<p>To manage allocated professional staff and commissioned consultants to provide the appropriate range of property-related professional services and to procure the design and construction elements of construction related services for property projects</p>	<p>Projects resourced with appropriately competent teams on programme Agreed procurement strategies to deliver the programme of projects on time, cost and quality</p>
<p>To undertake the client side project and budget management of the programme</p>	<p>Commissioned projects approved by the council and capable of delivery on plan and within scheme budgets</p>
<p>To ensure stakeholders are fully informed throughout the development, design and delivery process, to enhance the service and corporate experience and improve the council's reputation</p>	<p>Member, chief officer, and community support for any proposed project is clear and demonstrable</p>

To create business cases, option appraisals, project workbooks and follow project planning processes for the development and delivery phases of projects	Demonstrate clear, effective reporting and action planning to manage complex projects to stipulated targets and mitigate risks
To deliver their allocated projects on time and within budgets	Projects within budget and on time
To maintain accurate high quality reporting of projects and programmes of work through the programme management office	Risks and issues are effectively managed throughout the programme

<p>Nature of Contacts</p> <p>Senior managers, directors, head teachers, members and equivalent level external contacts, key stakeholder's partners and providers.</p> <p>To provide expert advice, guidance and support on highly complex and / or sensitive service and development issues.</p> <p>Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position.</p>
<p>Procedural Context</p> <p>Manage highly complex issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan.</p> <p>Expert knowledge and significant experience is required to resolve complex issues and proactively anticipate and mitigate problems.</p> <p>Design and develop innovative solutions, which enhance the quality and efficiency of services and reputation of the council.</p>
<p>Key Facts and Figures</p> <p>Enable others to understand changes and developments in the education area</p> <p>Responsible for ensuring contractors and providers deliver to agreed standards particularly the RIBA plan of work stages</p> <p>Manage allocated project teams of both internal staff and external contractors / consultants to achieve shared objectives</p>

<p>Resourcing</p> <p>Budget Responsibilities: Scheme specific budgets up to £200 million</p> <p>Supervisory Responsibilities: Determined on a project by project basis</p>

Competency level: Senior Manager

Knowledge, Skills and Experience

Authoritative knowledge of development scheme methods, option appraisal, design and

build, capital programme and project processes, UK building systems, policies and procedures.

At least 5 years post qualification experience in a similar sized complex public sector organisation.

Excellent written and verbal communication skills and the ability to build relationships

Educated to degree standard or equivalent.

Relevant professional qualification.