

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Project Manager	JEID	R0123
Salary Grade:	O (£41,591 - £43,570)		
Team:	Investment Services		
Service Area:	Resources Directorate, Enabling Services, Property Services		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Investment Services Manager		
Responsible for:			

Role Purpose

The post holder will deliver the Project Manager role reporting to the Investment Services Manager, as part of Property Services within the Enabling Services business unit of the Resources Directorate.

The Investment Services team has a very demanding capital programme, which must be delivered to strict time scales and budget constraints. The post holder will be an enthusiastic, dynamic person with a positive attitude and proven construction management experience to join the Investment Services Team.

The post holder will be responsible for managing a number of large and complex construction projects within the capital programme, which has a number of varied schemes. Dealing with scheme viability, project assembly, legal and planning issues and overall project management to ensure successful delivery of schemes. They will have a sound understanding of the whole development process.

The post holder will also be required to assist in the development of the section's building procurement strategy as well as having excellent interpersonal skills to manage the interface between professional disciplines and a wide range of clients and elected members.

Role Responsibilities

Principal duties:

1. Prepare, monitor and deliver allocated Capital Programmes.
2. Commission projects and programmes to external consultants as appropriate.
3. To assess and evaluate consultants fee offers and to appoint and monitor the performance of consultants as required.
4. To formulate and agree project briefs with representatives from client departments.
5. To provide general cost advice and estimates as required.
6. To carry out periodic reviews of capital programme for county treasurer.
7. To take projects through from inception to completion in accordance with the clients requirements.
8. To prepare and update tender and contract documents
9. To provide contractual advice to consultants as necessary.
10. To monitor the commitment and expenditure of projects to ensure expenditure within budget allocation.
11. Manage in-house projects that are deemed inappropriate for commissioning to external consultants.
12. Monitor and review adherence of contracts and standards.
13. Comply with, and promote relevant policies eg Health & Safety and Sustainability.
14. Provide advice to Elected Members, Client departments etc. on procurement matters.
15. Attend meetings and undertake all correspondence arising from the duties associated with this post.

Additional Duties:

To undertake such other duties related to the work of the Council as may be assigned and which are consistent with the nature of the job and its level of responsibility.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Qualifications	
A construction related degree or equivalent qualification	A, I, D
Membership of a professional institution and have a proven record of continuing professional development	A, I, D
Experience	
Experience in managing substantial construction projects	A, I
Knowledge	
Design and construction principles relative to the development of Council property new build, extensions and refurbishment projects	A, I
Principles of contractual arrangements for the procurement of construction related goods and services in local government environment	A, I
Experience of Service Delivery in the Education Sector is essential	A, I
'System' type construction-building systems	A, I
Demonstrate a successful track record in the construction industry.	A, I
Fee target environment to achieve operational viability.	A, I
Skills and Personal Qualities	
<i>Personal Drive</i> – Ability to achieve results. The ability and desire to work with minimum supervision and strongly motivated to achieve a high standard for you and others.	A, I
<i>Planning and Organisation</i> – Self-disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to manage a wide variety of projects working with both external and in-house professional design and administrative staff.	A, I
<i>Communication</i> – Ability to communicate effectively both verbally and in writing at all levels	A, I
<i>Teamwork</i> – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others.	A, I
<i>Flexible</i> - Maintain a high level of performance under changing conditions, tasks or people	A, I
<i>IT</i> - Utilise computer applications for standard spreadsheets, project programming, word-processing software for data entry, analysis, report preparation and e-mail etc.	A, I
<i>Other Requirements</i> – Full driving licence and ability to travel effectively throughout the County to undertake and fulfil job requirements	A, I
Special Conditions	
Physical requirement to undertake inspection in areas of difficult access e.g. roofs, voids, basements etc.	
Willing to complete a DBS application if offered the post.	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	