

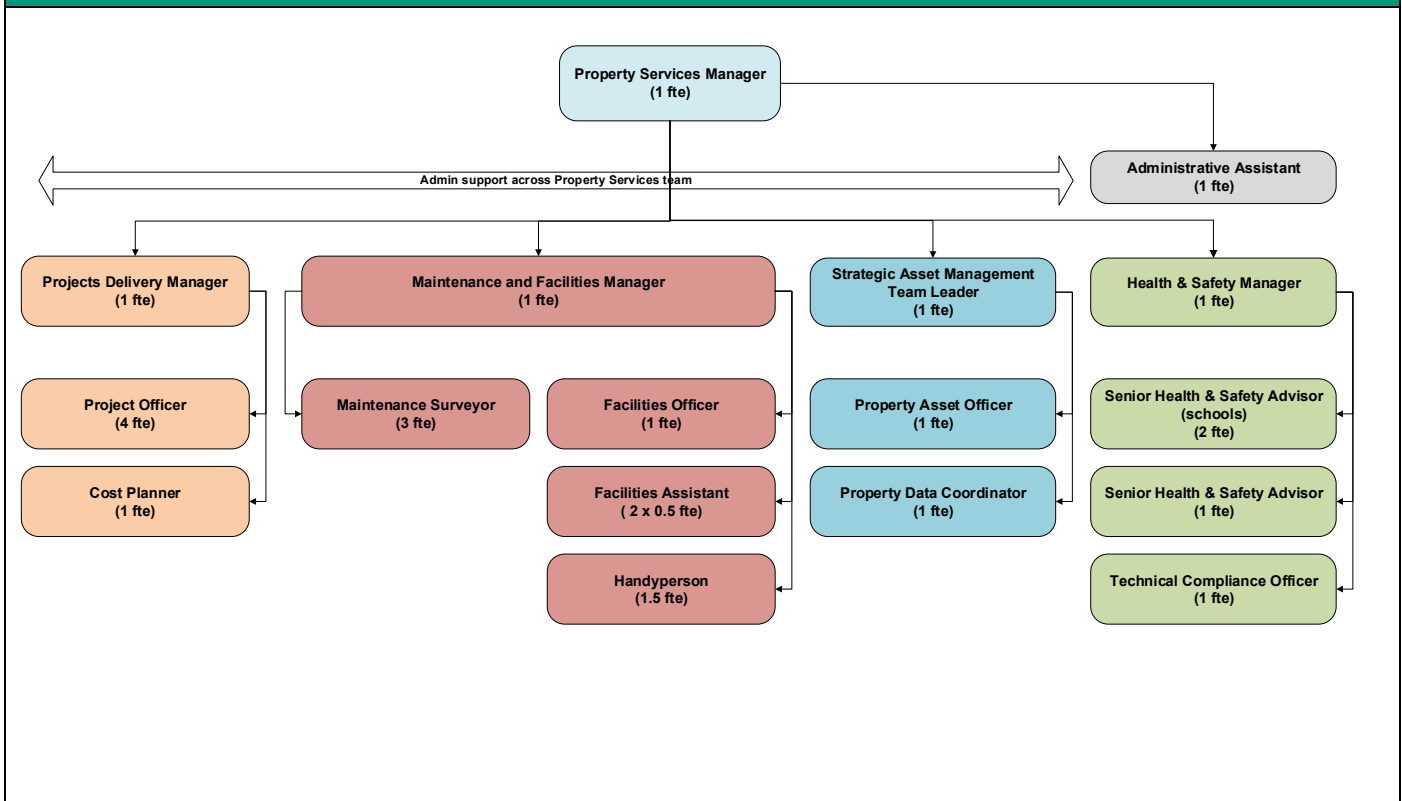
Job Description and Person Specification

Job title:	Capital Projects Delivery Manager
Directorate:	Resources
Service:	Finance
Team:	Property Services
Post number:	00558
Salary grade:	L
Work location:	Market Street
Reports to:	Service Manager
Supervises:	5 FTE staff members (4 fte Project Officers, 1 fte Cost Planner)

Job Purpose

To contribute to the management and direction of the Property Services Team by effectively leading the Projects Delivery Team, ensuring delivery of the relevant strategic and service objectives of the capital construction and capital maintenance programmes, ensuring strong and effective resource management within the team

Structure Chart



Main Duties and Responsibilities

- To maintain the effective use of the Project Management Methodology (PMM) and Quality Management Systems within the operations of the Projects Delivery Team
- Manage the delivery of the agreed capital and capital maintenance programmes, including monitoring of status of programmes and performance
- To attend monthly project review group meetings. To lead on the forward planning and monitoring of Project Boards, which act as the governance for individual projects.
- To maintain workload planning and scheduling for allocation of projects to Project Officer resource, in coordination with the Service Manager
- To set standards of performance and monitor performance of the project delivery team staff by use of the Council's appraisal system
- To continuously improve and ensure all key performance indicators are exceeded where possible and submit quarterly reports on performance indicators including exception reports when required.
- Provide professional advice and service to all clients and customers, including senior managers and elected members.
- To agree for each project with Project Officer and Client a procurement and delivery process that takes into account project value, cost, complexity, risk and value for money
- In conjunction with the property Maintenance Manager identify high priority condition need to aid the development of the annual Education capital maintenance programme.
- To monitor on a project by project basis performance of professional consultants and undertake an annual review of their performance
- To monitor, review and ensure the continuing accessibility of competent external consultants and contractors on West Berkshire Council capital projects.
- Monitor and maintain customer feedback documentation and implement service delivery improvements as required
- Where circumstances require, to undertake the Project Officer role on individual projects as necessary, including:
 - Manage delivery by external consultants and contractors of capital works project
 - Maintain PMM documentation
 - Report on monthly basis to Project Review Group
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

Main Duties and Responsibilities

- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Financial Accountabilities

Budgets directly controlled : Capital budgets to a maximum of £2m

Budgets monitored on day to day basis: £50,000 to £7,000,000

Staff Responsibilities

Number of employees supervised: 5

Person Specification

Qualifications

	Essential/ Desirable	HR use only
Educated to degree level	Desirable	1
Professional qualification relevant to property/project management	Essential	1
Training in health and safety issues affecting buildings and construction sites	Essential	2

Experience

5 years experience working in project management of construction projects	Essential	1
Experience of leading and managing a team	Essential	2
Experience of procurement processes in the construction and property sector, particularly in the public sector and associated appointment of consultants and contractors	Essential	3

Knowledge and understanding

Sound knowledge and understanding of financial planning, budget monitoring and construction cost control	Essential	1
Understanding of the local government environment	Desirable	1
Experience of performance management techniques and setting performance indicators for team and individuals	Essential	2
Knowledge and understanding of formal Project Management Methodology (eg – Prince 2) in a construction environment.	Essential	3

Skills and abilities

Ability to use Microsoft Office (Word, Excel, PowerPoint etc), and Outlook	Essential	1
Ability to manage, lead and motivate the project delivery team	Essential	2
Well-developed influencing and negotiating skills	Desirable	1
Ability to communicate effectively with a wide range of people, verbally and in writing	Essential	3

Work-related personal qualities

Ability to prioritise and manage a workload	Essential	1
A friendly and approachable manner with customers	Essential	2
Enthusiastic, adaptable and committed to the success of all projects	Essential	3

Other work-related requirements

Full driving licence	Essential	1
Able to make regular and frequent site visits at various locations	Essential	2
Enhanced DBS check with relevant barred list/s	No	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential	3
Is this post politically restricted?	No	n/a

