

## Role Profile

<b>Job Title:</b>	<b>Project Manager</b>	<b>Grade:</b> <b>13</b>	<b>Spinal column point range:</b>
<b>Department:</b>	<b>Growth &amp; Sustainability</b>	<b>Post no:</b>	<b>56573</b>
<b>Directorate:</b>	<b>Place</b>	<b>Location:</b>	<b>Perceval House</b>

<b>Role reports to:</b>	<b>Major Projects Manager</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Indirect Reports:</b>	<b>Consultants, Contractors, <a href="#">Project Teams</a></b>

*This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.*

### JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable)**

#### PURPOSE OF ROLE:

- Management and delivery of professional Project Management duties and services as part of the multi-disciplinary design and project management Projects Delivery Unit (PDU) within Place Directorate
- Responsible, under guidance, for effective project management to ensure delivery of individual Major Capital Projects assigned by the Major Projects Manager, including the provision of pre and post contract duties and Contract Administration / Employers Agent roles where applicable.
- Apply recognised project management techniques to support a programme of works and capital projects of between £30M and £60M per annum.
- Support colleagues to advise on and recommend routes to successful project delivery, including consideration of procurement options and use of frameworks, as well as assessing and recommending client-side resource arrangements including engaging internal PDU resource as well as external consultancy support.
- Ensuring all works and supply contracts are procured in full compliance with contract law, associated regulations and all internal Council policies including Contract Procurement and Procedure rules.
- Responsible for the management of project teams, agency staff, contractors and consultants.
- Responsible for accurate project reporting of nominated projects.

- Support the QS team in providing accurate cost forecasting and monitoring performance and expenditure on all Major Capital Projects.
- Be an active participant in the PDU representing the Project Management discipline and collaborate with colleagues across the Unit.
- Support colleagues in Education and Place to provide information required for reports to Cabinet or other decision making groups.

#### **KEY ACCOUNTABILITIES:**

- Deliver professional Project Management duties and Employer's Agent services in accordance with the Council's Gateway process.
- Develop and maintain personal plan in role to deliver service excellence and continuous improvement.
- Support personal training programmes as appropriate and particularly when change is driven by new legislation or Council policy.
- Utilise and embed best practice tools and processes including the use of technology to support delivery.
- Comply with Health and Safety legislation and follow Council H&S policy and procedures.
- Provide commercial support to Quantity Surveying team in relation to contract variations.
- Ensure that a register of project risks and mitigating measures is developed and maintained on nominated projects.
- Develop and maintain a master programme for delivery of nominated projects.
- Minimising the risk of any contractual claims to ensure value for money for the Council.
- Represent the Council at meetings (e.g. consultation events, public enquiries, steering groups and project team meetings), record information and ensure appropriate follow up actions are completed.
- Respond to internal and external communications and requests for information (e.g. general enquiries, freedom of information requests, letters, complaints etc) within defined standards and timescales.
- Responsible for ensuring that all sensitive contractual and cost data is properly managed with regard to confidentiality and security, including adherence to Data Protection Acts including GDPR.
- Compliance with all management processes and procedures including Health & Safety and Diversity and Equality policy and the Freedom of Information and Data Protection Acts.
- Responsible for precise and effective close-out of nominated projects, including aftercare and management through Defects Rectification Period.
- Stakeholder and end user management and engagement on nominated projects.
- Responsible for keeping up to date with and implementing Public Procurement and Council procurement rules and guidelines.
- Keep up to date with wider construction market conditions and intelligence to the wider PDU team on any changing circumstances. Actively pursue training and continual professional development to support this.
- Support teams and extended delivery unit colleagues, supporting as necessary to enable effective delivery of their roles.
- [The role requires travel to sites across the borough all year round for progress](#)

visits, site meetings and inspections.

**KEY PERFORMANCE INDICATORS:**

- Close out projects within a period not exceeding three months beyond end of contractual defects rectification period, to include archiving and transferral of projects to the Unit's programme management system, BILD, to 'completed' status.
- Ensure all contracts are delivered within the agreed budgets and timescales.
- Produce monthly project progress and resource reports, in line with the published timetable, so that the Council has a clear and accurate understanding of project status.
- Implement learning plan to discipline based qualification, measured over an agreed period.

**KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**

- Projects Delivery Unit colleagues including the Project Management discipline in particular.
- Contractors, consultants and self-employed consultants.
- Council colleagues in Legal Services and Procurement.
- Commissioning Clients.
- Building custodians and end users, including Head Teachers, School staff and Governors.

**AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):**

**People**

- Able to liaise with Council Officers at all levels.
- Provide professional services to and on behalf of the Council.
- Provide direction and advice to design team colleagues with regards to construction methodology.
- Responsible for the management of external consultants and agency staff.

**Policy**

- Work in compliance with all legislative and Council policy changes.
- Provide accurate and timely project cost advice for colleagues.
- Authorised user of the Council's Pro Contract e-tendering system and responsible for ensuring all tender documents are uploaded and contractor queries are dealt with promptly.
- Interpret and make decisions based on Contract Conditions relevant to the various contracts that are used by the Council.

### Financial (including Legal)

- Responsible for providing cost and value for money recommendations and bench marking evidence for inclusion in Star Chamber bids and Cabinet reports.
- Assist Quantity Surveying team in compiling works contracts using templates approved by Legal Services, secure contractor sign off and pass to Legal services
- Ensure all Council contractual obligations are met in effective and timely contract administration.
- Ensure value for money for the Council

## Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable).**

(NB: if you have more than 12 points in your person specification, please highlight those you wish applicants to address in their application with a \*\*. We recommend a maximum of 10 if possible)

### ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of construction contract law and associated regulations.
- Understanding of Council policies including Contract Procurement and Procedure rules.
- Track record in construction using various forms of contract, ideally JCT and NEC.
- Knowledge and understanding of construction process, other disciplines and project programming.
- General understanding of construction project procurement methods including national frameworks e.g. ESFA, Southern Construction Framework, London Construction Programme and London Housing Consortium.
- Proficient with MS Excel and project planning tools such as MS Project.
- Excellent communication skills with the ability to communicate effectively both verbally by explaining contractual obligations to lay people and in writing by producing concise, factual and clear reports and communications.
- Able to demonstrate a high standard of service delivery and proven communication skills with the ability to present data and information to a diverse range of internal and external bodies, including community groups, schools, private sector partners, contractors, consultants and government agencies
- Excellent knowledge and application of health and safety regulations, equality and diversity policies

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION  
(e.g. HCPC)**

- Degree qualified or equivalent.
- At least 3 years' experience in the field of Project Management.

## Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>