

## Role profile

<b>Job Title:</b>	Senior Lead Project Manager	<b>Grade:</b>	CB5
<b>Department:</b>	Housing Development	<b>Post no.:</b>	57967/57968
<b>Directorate:</b>	Economy and Sustainability	<b>Location:</b>	(Hybrid) Perceval House

<b>Role reports to:</b>	Principal Project Manager
<b>Direct reports:</b>	N/A
<b>Indirect reports:</b>	N/A

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

Project manage a portfolio of complex development schemes, including joint ventures, from Gateway 3 up to Gateway 6 (RIBA stages 4-7).

### Key accountabilities

#### Programme Management

- Supporting the Principal Project Manager/Head of Construction in the delivery of the council's new build/regeneration development programme.
- Work with the wider team and other departments to ensure the council new build programme delivers LBE's requirements in relation to quality, tenure, and unit mix for all clients including Housing management, the council's wholly owned subsidiary Broadway Living, and the council's Regeneration team.
- Project manage a portfolio of complex development schemes, including joint ventures, from Gateway 3 up to Gateway 6 (RIBA stages 4-7) for Housing Development & Regeneration and Broadway Living.
- To assist with managing the tendering of building contracts, appraisal of proposals and negotiation of final contracts.
- To assist in co-ordinating project teams of consultants, developers, contractors, and others from project inception to completion, to ensure that good quality schemes are delivered to timescales and are within the approved budget.

- Maintain quality of standards and design to complement existing stock and asset management strategy.

### **Key performance indicators**

- Undertake risk analysis for all schemes, ensuring mitigation is actioned.
- Monitor schemes to ensure compliance with LBE's Employer's Requirements, GLA funding requirements and good practice, ensuring all statutory, planning, and procedural compliance audit requirements are met.
- To assist with the procurement of consultants within LBE's procedures, including Architects, Employer Agents, Quantity Surveyors, Structural Engineers, Mechanical and Electrical Engineers, Building Safety Assessors, and Fire Consultants. (Note that this list is not exhaustive).
- Responsible for the provision of clear direction and effective project management of agreed contracts, projects and programmes including the planning, monitoring, and controlling of all aspects of agreed work, for all involved parties.
- Ensuring the timely achievement of all project stages including consultation, planning construction, take up of grant allocations and all associated work considering health and safety, risk management, regulatory compliance, cost, best practice, and environmental requirements.
- Apply excellent control in all related project and cost management and deliver projects on time and within budget.
- To ensure that good quality schemes are delivered to timescales and are within the approved financial and programme parameters.
- To ensure that we actively seek opportunities for social investment and to demonstrate our commitment to social and environmental responsibility.

### **Key relationships (internal and external)**

- Liaison and timely provision of information to internal client teams, including Housing Management and maintenance, according to LBE's procedures and good practice
- To assist in co-ordinating project teams of consultants, developers, contractors, and others from project inception to completion.
- Make a positive contribution to positive behaviours across Ealing Council and our ambition to achieve a great culture and reputation for Ealing Council as a modern successful employer and service provider with all of its staff, customers, partners, and stakeholders.

**Authority level**

- Scheme Project budgets range £TBC
- Use of financial systems in line with council policy
- Working in line with the council's Contract Procedure Rules

**Additional Requirements**

- Any other duties appropriate to the post and grade

## **Person specification**

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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**Essential knowledge, skills and abilities**

- Exceptional knowledge of project management techniques
- Exceptional knowledge of property construction
- Extensive knowledge of the residential building industry
- Strong technical knowledge of contracts and the ability to read and interpret information.
- Fully conversant with the IT used in the field of construction and associated project management and financial control.
- Knowledge of health and safety, particularly relevant to construction and related project management and services
- Demonstrate an awareness of diversity and accessibility issues relating to housing and housing design.
- Excellent communication and interpersonal skills, written and verbal.
- Commitment to continuing professional development.

**Essential qualification(s) and experience**

- Degree level education, or equivalent, in a relevant subject (desirable)
- Relevant professional qualification or qualification by experience.
- Experience of working at a senior professional level using financial, analytical, and business skills to provide information and guidance at Board/ Executive level.
- Experience of successful social housing property development project and programme management.
- Experience of specifying and managing contracts including formal specifications and technical information
- Managing financial/budgetary management information and reporting systems for substantial capital budgets.

## Values and behaviours

Improved life 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 will 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>