

## Role profile

<b>Job Title:</b>	Principal Projects and Capital Programme Manager	<b>Grade:</b>	16
<b>Department:</b>	Schools Property	<b>Post no.:</b>	64968
<b>Directorate:</b>	Children's Services	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Head of Education Infrastructure and Commercial Services
<b>Direct reports:</b>	PFI Operational Project Manager Contracts and Projects Manager Attached Consultants, where engaged
<b>Indirect reports:</b>	PFI Officer, Projects Delivery Unit team of c30 staff, Headteachers and School Business Managers, contract staff or project staff from other service areas, consultants, agency staff and contractors, catering contract manager and ESCC management committee members.

## 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

Principal lead commissioning and instructing officer for construction programmes and projects, a key member of the Schools Property team within Children's Services: Under the leadership and direction of the Head of Education Infrastructure and Commercial Services to ensure that council and departmental strategies, policies and procedures are implemented in accordance with the council's aims and objectives.

The core requirements of the post are:

- Management of the schools' service capital programme including responsibility for commissioning major and minor projects and providing capital monitoring reports.
- Professional support on all matters relating to the strategic management of construction works and procurement to deliver the council's capital programme across over 90 schools.
- To formulate strategies, plans and submit bids for capital funding, including internally and to government and other external funding agencies, and coordinate capital programme additions and adjustments.
- Support planning, establishing and directing innovative partnerships and strategic alliances and directing, negotiating, performance managing

professional multi-disciplinary consultants and construction and building services contractors for capital projects.

- Monitoring capital allocated for schools and ensuring expenditure is in line with DfE requirements and the asset management plan.
- Assist the Head of Education Infrastructure and Commercial Services in the strategic and operational asset management of council schools.
- Lead and manage team members, consultants and contractors in achieving the council's priorities for projects and asset management.
- Commission capital programme projects totalling on average £20 million per annum for education infrastructure, including procuring and monitoring of contracts.
- Oversee prioritisation of capital investment to buildings, including health & safety, structures, fabric and building services work, external areas and statutory duties.
- Be the professional client and performance manage professional multi-disciplinary consultants and construction and building services contractors for the delivery of projects to time, cost and quality and end user requirements.
- Responsible for capital expenditure forecast and reporting, budget management, control and monitoring, including cross council funding streams.
- Commissioning and procurement of in-house and external consultant project managers, architects, mechanical engineers, electrical engineers, structural engineers, building and quantity surveyors, clerks of works services and building, services and specialist contractors works.
- Oversight of budget management and monitoring of PFI consultant advisers to deliver technical, legal, financial and project management services.
- Manage delivery of council, schools property, children's services and corporate objectives, support local and national priorities including regeneration in Ealing and integrating cross council initiatives and priorities.
- Manage complex relationships, consultation, partnering arrangements and maintain effective relationships that include; MPs, Cabinet Members, councillors, stakeholders, service users, members of the public, community schools, foundation schools, voluntary aided schools and associated professionals and managers, consultant architects, engineers, surveyors and project managers, construction contractors, building services contractors, specialist contractors, government department managers and directors.
- Deliver strategic advice to lead members, directors, diocesan authorities, foundation schools, Headteachers and governors to achieve the council's objectives.
- Oversight of the Schools PFI contracts (8 schools) with an approximate £300m total value, £11m per annum, including managing complex, technical, legal, financial and project management services, monthly payments, performance of the providers and PFI expiry.
- Assist Head of Education Infrastructure and Commercial Services to manage delivery of funding strategies for complex capital schemes to achieve DfE and council requirements, including bringing together a number of funding streams and criteria to invest.
- Ensure projects and activities follow relevant statutory requirements and processes, including consultation, statutory notices and proposals.

- Ensure programmes, projects and activities adhere to the Council's Financial Regulations, Contract Procedure Rules and decision-making processes, including Cabinet and Joint Contracts Board, and meet the timetable necessary for delivery.
- Liaise with the Planning Department on the effect of developments on schools' infrastructure, including securing developer contributions and involvement in developing the Local Plan.

### **Key accountabilities**

These are carried out to established and ad hoc deadlines and are set against a background where sudden changes in priorities constantly occur:

- Ensure the delivery of programmes, projects and services on time, within budget, with continuing improvements in quality for: schools capital programme schemes, schools PFI contracts, schools catering provision, and health & safety and compliance.
- Act as the source of information for scheme progress and on expenditure from within the building capital and revenue budgets and prepare financial reports for the Financial Strategy Group (FSG) and members.
- Lead, coach and develop direct reports to deliver service excellence by using effective recruitment, training, motivation, appraisal and leadership techniques.
- Initiate Cabinet, Cabinet member and Director approval to works and expenditure, and to provide statistical data in respect of the Council's building programmes in accordance with relevant guidelines and procedures.
- Represent the council at meetings including those with site managers, governing bodies, outside organisations and users in order to develop building project briefs and to present, discuss and resolve recommendations relating to property issues.
- Undertake pre-feasibility studies for capital schemes and assess and critique options and full feasibility studies.
- Co-ordinate and direct where appropriate the implementation of projects by undertaking consultation and liaising with Headteachers, School Governors, external bodies and a range of consultants.
- Co-ordinate and monitor expenditure returns in conjunction with council departments to secure funding from government.
- Commissioning and oversight of the design, project management and other services associated with the council's premises.
- Monitor the standard of service provided by partnering consultants and other contractors/consultants and advise on service improvement measures.
- Undertake a technical and financial evaluations and provide expert advice on internal and external consultants' reports, including estimates, costings and programme.
- Seek appropriate approvals, evaluate tender reports, make recommendations and support the formal contract processes, place orders and evaluate and sanction fees/payments to internal and external consultants, contractors and sub-contractors.

- Consider internal and external consultants'/contractors' recommendations for the settlements of contractual and financial claims, advise where necessary, and instruct accordingly.
- Ensure compliance with legal and regulatory procedures as they relate to projects and deliverables, including Building Safety Act 2022, the Construction (Design & Management) Regulations (CDM 2015), the Procurement Act (2023), Schools Premises Regulations, Health & Safety legislation, Equal Opportunities and Prevention of Corruption Acts.
- Ensure that works are consistent with established building contracts such as Joint Contracts Tribunal, and DfE guidelines.
- Review and advise on new legislation and procedures for council construction and professional services.
- Ensure compliance with the council's Contract Procedure Rules and Financial Regulations.
- Carry out Lead Instructing and Commissioning Officer role for projects.
- Assist other members of Schools Property in the execution of their duties and in their absence assume responsibility.
- Undertake any other works and initiatives as directed and as necessary.
- Deputise for the Head of Education Infrastructure and Commercial Services, where required.
- Attend meetings out of office hours as required on an occasional basis.

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

- Schools Property Team Members
- Councillors, Strategic Directors, Directors, Assistant Directors and other Department Service Heads
- Schools: Head Teachers, Governors, Senior Leadership teams, Business managers
- Contractors and consultants, including Projects Delivery Unit Manager and Leadership team providing multi-disciplinary consultancy services
- Internal Council officers: Finance, Legal Services, Procurement, Bursarial support, Insurance, Planners, Leisure, Highways, Environment, Corporate and Departmental H&S, pensions
- ESCC: Catering provider, Schools representatives
- Able to advise and guide colleagues in a supportive way to ensure programmes are agreed, targets set and deadlines achieved
- External funders / stakeholders
- Members of the Public, including Freedom of Information Requests.

### **Authority level**

#### **People**

- Able to liaise with Council Officers at all levels.
- Provide leadership, management and development support to direct reports to provide a consistent and high level of service excellence.
- Manage the provision of professional contract and project management services.

- Provide direction and advice to colleagues within Schools Property and commissioned services.

### **Policy**

- Ensure contracts are managed and projects are delivered in compliance with all current legislative requirements and Council policies.
- Ensure Schools Property staff are kept informed of and work in compliance with all construction-related legislative and Council policy requirements.
- Ensure Schools Property staff remain aware of and operate in compliance with all current Health and Safety legislation and Council policies.
- Ensure that the team works within the Council's Equality, Diversity and Inclusion policies and that all staff have been suitably and adequately trained.
- Provide accurate and timely project information for all stakeholders, council colleagues and contractors as and when required.

### **Financial (including Legal)**

- Support the integration of available funding sources to achieve the Council's Schools capital programme strategies, including grant from multiple sources, Section 106 Planning contributions, mainline borrowing, partner funding and capital receipt.
- Provide cost and value for money recommendations and benchmarking evidence for inclusion in capital bids, Cabinet and other reports.
- Ensure contracts are procured in line with the Council's Contract Procurement Rules, Financial Regulations and relevant legislation.
- Ensure council and contractor obligations are met on contracts managed by the Schools Property team.
- Ensure value for money for the council.

## **Person specification**

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### **Essential knowledge, skills and abilities**

1. Demonstrable ability to commission and manage multi-disciplinary built asset workstreams in the context of delivering major and minor capital building works.
2. Proven track record of successfully delivering complex contracts with sound knowledge of service delivery, building construction and contract law
3. Ability to manage relationships in a positive and empathetic manner across a diverse group of stakeholders ranging from company directors and Head Teachers to site supervisors and catering staff, with the ability to resolve conflict.
4. Ability to communicate effectively and appropriately, verbally, in writing and listening, with a range of stakeholders: Head Teachers, Governors, consultants, contractors, managers, local and central government employees, the public and outside bodies.
5. Demonstrable experience of benchmarking and market testing techniques and their application to the built environment.

6. Proactive, forward looking, highly competent, self-starter with the ability to manage complex contracts and deliver effective solutions to problems.

### **Essential qualification(s) and experience**

1. Educated to degree level or equivalent through career demonstrable experience
2. Relevant built environment professional qualification/membership, e.g. MRICS, MCIOB or demonstrable progress towards
3. At least 5 years' experience of asset management of large estates, including establishing programme, project and contract management arrangements,
4. Experience working on local government/public sector programmes and/or projects and delivering benefits (outcomes and financial).
5. Experience operating at a management level in a large and politically complex organisation.
6. Experience of working with people with differing levels of knowledge and expertise and relate to people at all levels of seniority
7. Experience of negotiating with contractors and consultants, and resolving potential and actual disputes.

## 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'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>