

JOB DESCRIPTION

Job Title	Construction Project Manager		
Directorate	Community Place & Economy		
Reporting to			
Grade	10		
Evaluation ref:	AG0020	Job Family ref:	
Role Purpose			
To project manage the delivery of Council construction projects within the Property Team. The role covers all stages of the project lifespan from procurement of the consultant team, through brief and design development, through procurement of contractors and the management of construction contracts on site, to project handover and transference to the teams who will manage the completed building.			
Accountabilities			
<p>All staff within the Corporate Property Group are expected to: -</p> <ul style="list-style-type: none"> • Deliver a modern, high quality and flexible Property Services function that supports the Council's New Operating Model (based around commissioning and service delivery units), the business and its needs. • Engage with managers and the business over the implementation of the Council's Asset Strategy to facilitate the required organisational development and cultural change. • Deliver high quality, value for money, innovative and flexible solutions to the Council's property needs. • Ensure high levels of customer involvement, feedback and satisfaction. • Be open to change and work in a flexible way as part of an integrated Property Management Service. <p>Manages and monitors the progress of individual projects, in-line with the approved Project Management Processes (ISO:9001 Quality Assurance). Producing and analysing reports to be provided to the Operations Manager – Corporate Property Group. Work includes assisting with planning applications and building regulation approvals, financial review, cash flow forecasts and ensuring external consultants comply with all statutory requirements as well as the Council Design Standards.</p> <p>Preparing and managing the production of project plans, defining the scope, project budget and timescale. In consultation with the Lead Project Manager, agrees the roles and responsibilities of the project team. Identify the critical path factors on the delivery of the project within the agreed requirements and monitors project progress by consultation with the design team.</p>			

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Act as the technical project and focal point, on the overall delivery of assigned projects. Liaises and consults regularly with the client lead officer, occupiers and other stakeholders ensuring they are kept involved, consulted and informed on project progress.

Leads and manages all design team and construction team meetings, to report on project progress and ensures that minutes are taken, disseminated and actioned as appropriate.

Ensure that risk and issue management procedures are robust in all aspects of service delivery. Provides feedback of major risks/issues to the Lead Project Manager.

Ensure that the corporate Health & Safety requirements are implemented and fulfilled in relation to the individual services/activities concerned.

Manages the production of financial statements (in conjunction with the Quantity Surveyor) that keeps the project team, departmental management and the client lead officer informed of the up-to-date financial position and the anticipated final cost of assigned projects, to include review of both budget cost and funding on projects.

Fulfils the role as Contract Administrator on all assigned projects, attends all site meetings with external consultants/construction team and coordinates assigned projects by acting as liaison between the client lead officer, lead Project manager and external consultants.

Appoints and manages all external consultants engaged on assigned projects including Lead Consultants, responsible for preparing the project brief, checking progress of design and the delivery of information against targets.

Works with the Project Quantity Surveyor (PQS) in production of the tender report or where applicable will prepare the tender report and recommends the action regarding acceptance by the client lead officer. Will prepare or manage a list of recommended savings to the client lead officer and agree in consultation with the client lead officer the recommended course to proceed with the contract.

Inputs, updates and monitors a computer-based resource management system, which assists the team in time allocation to projects.

Be an active and positive member of the Operations team Corporate Property Group and other appropriate boards/teams as required. Contribute in the achievement of the strategic direction and management of Business Development and support the Operations Manager – Property Group with the achievement of individual service and activity objectives and their contribution to the overall performance of Business Development.

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Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Management of construction projects.	X	
High-level professional knowledge of commissioning a range of property related services.	X	
Understanding of the Health and Safety Management implications of delivering the services in the job portfolio.	X	
Knowledge of the work of the external design team, professional procedures, (i.e. Royal Institute of British Architects and Royal Institute of Chartered Surveyor guidelines) and office procedures in order to provide support to professional and senior staff.	X	
Legislation and regulatory framework within which local government operates with particular regard to property.		X
Experience		
Significant programme and project management experience in the private and/or public sector.	X	
Track record in developing and implementing successful major projects.	X	
Success in leading property staff and acting in partnership with clients, consultants and contractors	X	
Good-level of negotiating experience.	X	
Project Management principles.	X	
Best practice and innovation in property programme & project management.	X	
Experience of delivering construction projects in public sector.		X

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Major challenges and opportunities facing local government in relation to major project implementation.		X
Qualifications / Registrations / Certifications		
Suitable qualification in construction related subject or demonstrable experience of working in this field.	X	
Suitable Project Management qualification or training.	X	
Evidence of continuing professional development.	X	
Significant post qualification experience in this or a similar role.	X	
Membership of a recognised leading professional body (e.g. RIBA, RICS, CIBSE, ICE or equivalent).		X
Prince 2 Practitioner.		X
APM Level D.		X
BSc or equivalent in construction related subject.		X
Registered PRINCE 2 Practitioner and a proficient user of Microsoft Project.		X
Skills		
Use of MS Project and general MS 'Office' Suite type of applications.	X	
Able to undertake work on own initiative, originating correspondence, producing reports and other data from a variety of sources.	X	
Good organisational and administrative skills together with excellent IT and communication skills.	X	
Confident and self-reliant.	X	
Good communicator.	X	
Good 'people skills'.	X	
Sensitivity to difficult and complex issues.	X	
Sound judgement and discretion.	X	
Confident decision maker.	X	
Self-motivated with the ability to use initiative, originate actions and actively influence events and people.	X	

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Ability to work both autonomously and as part of a team.	X	
Ability to travel to different locations in Somerset and on occasions further afield.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
<p>Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</p> <p>Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</p>		

Date: