

JOB DESCRIPTION

Job Title	Senior Construction Project Manager		
Directorate	Property		
Reporting to	Principal Construction Manager		
Grade	9		
Evaluation ref:	LGR0096	Job ref:	Family
Role purpose			
To manage, deliver and supervise a range of complex and significant construction projects to deliver strategic outcomes for the council, ensuring that financial risks are managed effectively, projects are delivered on time and to agreed quality and design standards. Provides strong technical and commercial oversight whilst managing a wide range of stakeholder relationships for the council's largest and most complex construction schemes, leading projects from RIBA stages 2 – 6.			
Responsibilities			
Accountable for the successful delivery of the council's most significant and complex construction projects; leads and co-ordinates a wide range of stakeholders, design and construction teams to deliver projects from RIBA stages 2 – 6. Acts as the technical and focal point on the overall delivery of assigned projects. Undertakes formal contract management role of Project Manager, Contract Administrator, or Employer's Agent as required on behalf of clients and the council. Prepares and manage project plans, defines scope, timescale and budget for projects; liaises with and consults regularly with client lead, service occupants and other senior stakeholders to ensure design and construction outputs meet business needs. Operates control frameworks and project gateway procedures to ensure that projects are controlled effectively through inception, design and delivery phases. Ensures projects are handed over to occupants Works independently and is accountable for project portfolio, including on cases with higher levels of value, complexity, risk or specialism. Supervises the work of other Construction Project Managers where appropriate. Ensures that the council's corporate Asset Management System is updated and maintained accurately through the timely provision of 'as built' drawing records to the Property Records function. Accountable for ensuring that comprehensive Operations and Maintenance Manuals are provided by construction suppliers alongside appropriate compliance records at building handover.			

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Monitors capital project budgets, responsible for reporting forecasts to clients and budget holders and recommending value engineering options to control costs within budget. Uses own expertise to maintain effective controls over project costs and mitigate the risk of overspends.

Instructs and manages the work of external quantity surveyors, or works jointly with internal quantity surveyors, to estimate and certify construction costs.

Recommends suitable project contingencies, using technical expertise and experience to ensure that contingencies are adequate for the particular risk exposure circumstances applying to different projects.

Accountable for ensuring that effective industry standard contract management arrangements are in place (NEC or JCT contracts), manages relationships with suppliers for projects within area of responsibility.

Working jointly with clients and the council's Procurement department, oversees and co-ordinates project procurement and tender exercises.

Develops and maintains effective working relationships with project clients up to D-suite level (Headteachers, Service Directors and other senior managers) to ensure that client requirements are fully understood, and that issues are resolved jointly and effectively. Ensures that a range of property professional perspectives (Estates Surveying, Buildings Surveying, Buildings Engineering & Facilities Management) feed into project design and construction phases effectively.

Uses professional knowledge and experience to provide advice on project risks and issues directly to Lead Members and Directors.

Maintains awareness of wide range of project stakeholders (occupants, members of the public, local community representatives) and supports clients and others to maintain effective engagement.

Oversees and / or supervises the work of Construction Project Managers as required on behalf of the Principal Construction Project Manager, providing coaching, mentoring and professional leadership.

Responsible for training and development of junior staff in the Construction Project Management team, providing support and guidance and planning, managing and allocating work to provide portfolio of experience required.

Impact

Directly accountable, with self-directed responsibility, for cost control, effective project and risk management for the council's largest building construction projects with a value in the range of £7m - £25m.

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Project portfolio varies dependent on size / complexity of transactions – for the most significant construction projects holds c. 1-3 projects concurrently, dependent on complexity and value. Portfolio would increase in size for lower value projects (c. 5 medium / large concurrent projects).

Responsible for co-ordinating / instructing a wide range (c. 20-30) of internal and external stakeholders, suppliers and specialist agents / advisors.

All building construction work is carried out with a long-term planning horizon (c. 20-30 years).

	Essential	Desirable	
Knowledge			
Comprehensive knowledge of statutory regulations relating to service area and related functions.	X		
Subject matter expertise and detailed professional knowledge in area of specialism, developed through training, continuous professional development and post-qualification operational practice.	X		
Sound working knowledge of the statutory, regulatory, policy and contractual frameworks within which client service areas operate.	X		
Sound working knowledge of NEC or JCT contract management.	X		
Experience			
Evidence of working with and influencing stakeholders and partners.	X		
Evidence of ability to develop, analyse and evaluate data and complex legal information.	X		
Experience of managing wide ranging project portfolios, including supervision of more junior staff.	X		
Experience of managing Construction Design Management procedures in a CDM client role.	X		
Experience of advising stakeholders and clients on complex/specialist issues relating to role.	X		
Qualifications / Registrations / Certifications			
Relevant degree and / or professional level qualification in construction project management and / or equivalent experience.	X		
Evidence of work related continuing professional development.	X		

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Skills			
Well-developed commercial acumen, risk management and relationship / stakeholder management skills.	X		
Proven ability to deliver complex project management portfolio without supervision.	X		
Confident to work on own, independently and as part of a team.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. 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.			

Date: June 2025