Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Capital Development Project Manager | **Director/Service/Sector:** Children’s Services Group (Education Service) | Office Use |
| **Band:** 9 | **Workplace:** County Hall, Morpeth | JE ref: 3200HRMS ref: |
| **Responsible to:** School Capital and Organisation Manager | **Date:** July 2016 | **Manager Level:** |
| **Job Purpose:** To support the School Capital and Organisation Manager in the provision of strategic leadership, management and advice on all issues related to the capital programme including:* Professional and technical advice on all aspects of School Capital Programme and individual projects.
* To make a positive and effective contribution to support the overall management of Children’s Services and the Council.
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| **Resources** | Staff | * Management of Project Support Officer
* Indirect responsibility for staff who are working on projects that the postholder is leading.
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| Finance | * Capital Budget relating to all Children’s Services programmes (c.£20m).
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| Physical | * Resources associated with the delivery of the Capital programmes.
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| Clients | * Senior officers within Children’s Services and the County Council
* Headteachers and governors in schools
* Trades Unions and other external partners
* Children and Young People and their families
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| **Duties and key result areas:**1. Support with the management of the capital programme and its associated budget on behalf of the Children’s Services Group, including managing specific projects and liaison with colleagues in Property for the projects they manage.
2. Ensure effective project management and communication systems are developed and maintained in line with the requirements of the programme
3. Lead on selected projects and work streams and be responsible for writing associated reports or briefing notes and for the presentation of results
4. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of projects within deadlines
5. Ensure effective spend against allocated budgets and compliance with financial procedures and regulations.
6. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed.
7. To assist in the preparation, updating and review of the Education Service Plan.
8. To ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council’s role, function and influence in relation to school capital developments.
9. To help ensure the delivery and co-ordination of excellent customer service across the whole council.
10. To promote good relations with all other Departments and Services of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of high quality education within the County.
11. Any other duties consistent with the nature, level and grade of the post as may be assigned by the Corporate Director of Children’ Services and the Head of Education Services.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements: | The work involves the need to visit settings, schools and other venues throughout the county on a regular and routine basis. |
| Working patterns: | Flexi hours plus a requirement for lone working and the need to work late on occasions. Significant peak in workloads relating to school budget setting and financial year end and during statutory consultation processes.  |
| Working conditions: | The post requires a significant amount of time sitting when driving between settings, schools and sites. In addition working within the office, settings and schools may require sitting in a constrained position. It may be necessary to transport resources and other materials for courses.Visiting live construction sites. |

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**PERSON SPECIFICATION**

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| **Post Title:** Capital Development Project Manager | **Director/Service/Sector:** Children’s Services Group - Education Service | Ref: 3200 |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Relevant professional qualification.
* Evidence of recent relevant management training.
* Degree level or equivalent standard of general education.
* Evidence of recent relevant Continuous Professional Development.
* Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues.
 | * Management degree or post-graduate diploma e.g. DMS/MBA
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| **Experience** |
| * Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.
* A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.
* A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.
* Extensive experience and demonstrable success in the generation and management of organisational and cultural change and of securing the support of others in the process.
* Experience of financial and performance management within a comparable organisation.
* A successful track record of engaging effectively with others at a senior level and building productive partnership with key stakeholders.
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| **Skills and competencies** |
| * IT skills and awareness
* Excellent communication skills (oral and written) including report writing and presentations
* Sound organisation skills with a systematic and flexible approach with attention to detail.
* Strong analytical skills and an aptitude for developing innovative solutions to complex problems.
* Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of employees, Council Members, the community and other stakeholders.
* A corporate orientation and a commitment to tackling issues in a non-departmental manner.
* Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.
* Maintains a professional demeanour in stressful and difficult situations.
* Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.
* Able to work independently and to take initiative.
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| **Physical, mental and emotional demands** |
| * Confident leader with a vision for services with high levels of energy, stamina and resilience.
* Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.
* Ability to work independently under pressure.
* High degree of frequent concentration and attention to detail.
* Ability to work as a team member.
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| **Other** |
| * Clear educational vision.
* Ability to meet the travel requirements of the post.
* Commitment to and understanding of the principle of Equal Opportunities for all, in employment and delivery of services.
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits