



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Capital Projects Manager**

**Vacancy ID: 007821**

Salary: £36,379.00 - £40,057.00 Annually

Closing Date: 28/08/2017

### **Benefits & Grade**

Grade Q

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

**This post is a re-advertisement. Previous applicants will be reconsidered.**

The Capital Projects Office, part of the Economic Growth Department, is responsible for strategic construction projects within the Council and other non-strategic projects assigned to it by the Council's Capital Programme Review Board.

The team is also responsible for the development of the Council's capital project management system.

The Project Manager plays an essential role in the team, and is important to its continued success.

The main focus is on construction projects, along with the implementation and monitoring of the Council's procedures for managing a range of construction, transport and regeneration projects.

The successful applicant will be suitably experienced and have a successful track record of delivering high value construction projects, within demanding constraints of budget, time and quality.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Brian Robson, Head of Capital Projects on 01325 406608.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.gov.uk/job-vacancies). Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

# **DARLINGTON BOROUGH COUNCIL**

## **ECONOMIC GROWTH**

### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Capital Projects Manager</b>
<b><u>GRADE :</u></b>	<b>Grade Q</b>
<b><u>JOB EVALUATION NO. :</u></b>	<b>C2485</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Head of Capital Projects</b>
<b><u>JOB PURPOSE :</u></b>	<b>To manage complex and demanding Capital projects across a range of business disciplines to exacting time, cost and quality outputs. To actively apply and support the enhancement of the Council's Project Management Handbook approach.</b>
<b><u>POST NO.</u></b>	<b>D13129</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

### **MAIN DUTIES/RESPONSIBILITIES**

#### **Project Management**

1. To effectively manage the delivery of major capital developments initiated from across the authority to exacting time, cost and quality requirements.
2. To ensure appropriate specialist advice and guidance is acquired at the relevant stages within the delivery of projects.
3. To actively engage with and report to the Project Sponsor and Project Clients/Client Representatives ensuring that accurate, timely and relevant information is effectively managed and communicated.
4. Maintain effective liaison with all partners and organisations associated with project, or potentially associated with project delivery.
5. Those duties and responsibilities as defined for the role of Project Manager within Darlington Borough Council's Project Management Handbook.
6. To provide support and challenge to Project Team members and Project Sponsors, to ensure the successful delivery of projects within time, cost and quality criteria.
7. To provide high-level consultancy support to the Capital Programme Review Board (Formally Asset Management Group) and Project Managers across all service areas.
8. To support the application of the corporate approach to Capital Project Management throughout all areas of the business.
9. To develop and promote effective working relationships with all key project stakeholders.

10. To build capacity in effective project management application across the council, by a combination of personal support, training, project health checks, challenge of Project Sponsors, Managers and teams.
11. To provide input into the continual improvement of the project management process across the Council.
12. To deputise for the Head of Service as required.
13. To effectively supervise the Project Support Officer (s), including performance development.

### **Safety**

14. To fulfil your health and safety management role as detailed in both the Corporate and Departmental Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for employees for whom you are responsible and for others who may be affected by their activities.

### **Training and Development**

15. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
16. To develop training programmes in liaison with the Head of Service for all staff supervised by the post holder.
17. Undergo training as identified by a programme of CPD and where possible continue to obtain further education qualifications.
18. The post holder will obtain training in the use of the Council's financial reporting system, AGRESSO.

### **General**

19. Contribute to the achievement of targets, performance indicators and objectives for the section.
20. Contribute to the ongoing development of strategy and objectives for the section and assist with the production of local indicators.
21. Contribute to the production of the annual Service Plans, other Departmental and Corporate Plans and initiatives.
22. To ensure that all projects for which the post holder is responsible are managed in line with the Capital review process appropriate to Capital projects.
23. The Capital Project Team will work to accredited systems and, as such, the post holder shall assist with the implementation and maintenance of procedures in accordance with DBC quality assurance and environmental management processes.
24. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
25. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.

26. Carry out your role in line with the Council's Equality agenda.
27. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
28. Any other duties of a similar nature related to this post that may be required from time-to-time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COUNCIL POLICIES, INCLUDING THE NO SMOKING POLICY.**

Darlington Borough Council and schools with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: April 2017

**DARLINGTON BOROUGH COUNCIL****ECONOMIC GROWTH****PERSON SPECIFICATION****CAPITAL PROJECTS MANAGER****POST NO. D13129**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Professional qualification in an appropriate field relevant to this post		<b>D</b>
<b>2</b>	Membership of an appropriate body in project / programme management discipline		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Experience at management level within a project management/construction environment of approximately 4 years	<b>E</b>	
<b>4</b>	Demonstrable track record in successful strategic project management in one of the following fields: major commercial development, highways or civil engineering schemes.	<b>E</b>	
<b>5</b>	Possess organisational skills to effectively plan and progress a series of tasks / projects simultaneously and within conflicting and demanding deadlines	<b>E</b>	
<b>6</b>	Working knowledge of project management, its strengths and the major activities associated with it.	<b>E</b>	
<b>7</b>	Experience of managing budgets and being responsible for the financial and service performance of a service area or major project	<b>E</b>	
<b>8</b>	Experience of contract management and in particular NEC and JCT forms of contract	<b>E</b>	
<b>9</b>	Working knowledge and good skills in the use of Office Applications e.g. Word/Excel/Access and Project etc.	<b>E</b>	
<b>10</b>	Experience of commissioning services from a range of service providers using the appropriate legal frameworks for procurement	<b>E</b>	
<b>11</b>	Experience of determining value engineering solutions on projects and their successful implementation	<b>E</b>	
<b>12</b>	Experience of effective partnership working and interacting with clients, construction professionals, contractors and key stakeholders	<b>E</b>	
<b>13</b>	Awareness of Health and Safety matters in relation to the CDM regulations		<b>D</b>
<b>14</b>	An understanding on the political context and complex environment in which local government operates		<b>D</b>

15	Experience of undertaking the roles of an NEC ECC Project Manager, and JCT Contract Administrator		D
<b>Skills</b>			
16	Ability to work under pressure to tight deadlines on a number of different projects	E	
17	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	
18	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
19	Ability to analyse situations and produce effective solutions	E	
20	Ability to develop and sustain relationships with a range of parties and with individuals at all levels	E	
21	Ability to communicate both verbally and in writing with a wide range of audiences including the ability to write clear and concise reports	E	
22	Flexible approach to working time arrangements		D
<b>Personal Attributes</b>			
23	Able to handle sensitive issues effectively and empathetically	E	
24	Self-motivated with high drive for achievement	E	
25	Ability to sensitively relate commercial approaches to the public sector whilst understanding the legal and probity issues	E	
26	Team player, able to make creative use of the different skills, experiences and attitudes in any team	E	
27	The ability to work independently within a framework of advice and support	E	
28	Strong commercial and public service outlook		D
<b>Special Requirements</b>			
29	Able to demonstrate a commitment to personal development	E	
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
31	Access to reliable transport in order to carry out the mobility requirements of the post	E	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.



**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.