

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Capital Programme Manager
<u>GRADE :</u>	Grade S
<u>JOB EVALUATION NO. :</u>	E3488
<u>REPORTING RELATIONSHIP</u>	Head of Capital Projects
<u>JOB PURPOSE :</u>	<p>The post holder will be responsible for the effective management of:</p> <ul style="list-style-type: none">• the development and delivery of a programme of Projects across a range of service areas.• Ensuring Projects across the Council effectively report to the Councils Asset Management & Capital Programme Board.
<u>POST NO.</u>	D14091
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

Project Management

1. Lead on the development and management of a long term forward programme of projects and outcomes identifying the potential funding opportunities and routes to delivery, working with all services to deliver identified priorities.
2. Work closely with the Investment and Funding Manager on the investment and funding requirements of the programme of projects.
3. Development and management of Programme Management Systems and Processes to ensure effective delivery and reporting of the programme.
4. Develop and maintain close links through proactive dialogue and communication with key identified stakeholder partners at a National, Regional, Sub-Regional, and local level
5. Manage and Direct resources from other organisations on joint projects. (For example Tees Valley Combined Authority Project Managers)
6. Work with colleagues across to the Council to develop programmes and projects. For example Local Plan, Schools Capital Programme, Housing Programme etc
7. To effectively manage/lead the delivery of individual major developments initiated from across the authority to exacting time, cost and quality requirements from inception to completion as assigned by the Head of Capital Projects.

8. To ensure appropriate specialist advice and guidance is acquired at the relevant stages within the delivery of projects.
9. 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.
10. Maintain effective liaison with all partners and organisations associated with project, or potentially associated with project delivery.
11. Those duties and responsibilities as defined for the role of Project Manager within Darlington Borough Council's Project Management Handbook.
12. 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.
13. To provide high-level consultancy support to the Capital Programme Review Board (Formally Asset Management Group) and Project Managers across all service areas.
14. To support the application of the corporate approach to Capital Project Management throughout all areas of the business.
15. To develop and promote effective working relationships with all key project stakeholders.
16. 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.
17. To provide input into the continual improvement of the project management process across the Council.
18. To deputise for the Head of Capital Projects as required.
19. Manage a team of Project Managers and Project Officers in the successful delivery of the programme of projects.

Training and Development

20. To undertake such personal training and CPD as may be deemed necessary to meet the duties and responsibilities of the post.
21. The Council will support working towards obtaining membership of the Association of Project Managers or other professional body as agreed with the Head of Support.
22. To develop training programmes in liaison with the Head of Service for all staff managed by the post holder.

General

23. Contribute to the achievement of targets, performance indicators and objectives for the section.
24. Contribute to the ongoing development of strategy and objectives for the section and assist with the production of local indicators.

25. Contribute to the production of the annual Service Plans, other Departmental and Corporate Plans and initiatives.
26. 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.
27. The 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.
28. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
29. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
30. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
31. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
32. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
33. Any other duties of a similar nature related to this post that may be required from time-to-time.
34. 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.
35. 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: October 2018

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

PERSON SPECIFICATION - CAPITAL PROGRAMME MANAGER

POST NO. D14091

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional qualification in an appropriate field relevant to the role, e.g. APM Practitioner		D
2	Membership of an appropriate body in project / programme management discipline, e.g. Association of Project Managers		D
3	Educated to degree level or equivalent in a field relevant to the role		D
	Experience & Knowledge		
4	Approximately 5 years' experience as programme/project lead within a programme management/project management/construction environment, on highly complex, high value and significantly demanding schemes	E	
5	Approximately 3 years' experience of managing staff, including performance management and development	E	
6	Demonstrable track record in successful strategic project /programme management in one of the following fields: major commercial development, regeneration, housing, highways or civil engineering schemes.	E	
7	Experience at a senior level of commissioning services from a range of service providers using the appropriate legal frameworks for procurement.	E	
8	Experience at a senior level of effective partnership working and interacting with clients, construction professionals, contractors and key stakeholders.	E	
9	Working knowledge of project management, its strengths and the major activities associated with it.	E	
10	Experience of managing high value budgets and being responsible for the financial and service performance of a service area or major project.	E	
11	Working knowledge and good skills in the use of IT and Office Applications e.g. Word/Excel/Access and Project etc.	E	
12	Experience of proprietary project management systems/software, including continuous improvement	E	
13	Experience of determining value engineering solutions on projects and their successful implementation.	E	
14	Awareness of Health and Safety matters in relation to the CDM regulations.	E	
15	An understanding on the political context and complex environment in which local government operates.	E	

16	Experience of undertaking the roles of an NEC ECC Project Manager, and JCT Contract Administrator.	E	
17	Experience of contract management and in particular NEC and JCT forms of contract.	E	
Skills			
18	Ability to work under pressure to tight deadlines on a number of different projects.	E	
19	Possess organisational skills to effectively plan and progress a series of tasks / projects simultaneously and within conflicting and demanding deadlines.	E	
20	Ability to present complex information in formats appropriate to non-specialists without compromising meaning.	E	
21	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required.	E	
22	Ability to analyse situations and produce effective solutions.	E	
23	Ability to develop and sustain relationships with a range of parties and with individuals at all levels, both internally and externally	E	
24	Ability to communicate both verbally and in writing with a wide range of audiences including the ability to write clear and concise reports.	E	
25	Flexible approach to working time arrangements.		D
Personal Attributes			
26	Able to handle sensitive issues effectively and empathetically.	E	
27	Self-motivated with high drive for achievement.	E	
28	Ability to sensitively relate commercial approaches to the public sector whilst understanding the legal and probity issues.	E	
29	Able to work successfully as part of a team with the ability to make creative use of different resources, skills, experiences and attitudes in any team.	E	
30	The ability to work independently within a framework of advice and support.	E	
31	Able to demonstrate a strong commercial and public service outlook.	E	
Special Requirements			
32	Able to demonstrate a commitment to personal development.	E	
33	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
34	Capable of independent travel with access to efficient and reliable transport in order to meet the mobility requirements of the post. This will include travel across the whole Borough, including rural areas, and occasionally outside of normal office hours.	E	