

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Project Manager (Level 1 - Q) Project Manager (Level 2 - P) Project Manager (Level 3 - N)
<u>GRADE :</u>	N/P/Q (Grade is dependent on experience and service requirements)
<u>JOB EVALUATION NO. :</u>	C2485 – Grade Q C3108 – Grade P E3487 – Grade N
<u>REPORTING RELATIONSHIP</u>	Capital Programme Manager
<u>JOB PURPOSE :</u>	To manage capital and regeneration 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.
<u>POST NO.</u>	D14092
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

Project Management

1. To effectively manage the delivery of capital developments and regeneration schemes initiated from across the Council to exacting time, cost and quality requirements, from inception to conclusion.

Grade N	Allocated schemes will generally have some complexity and/or some demanding factors
Grade P	Allocated schemes will generally be complex and/or have demanding factors
Grade Q	Allocated schemes will generally be highly complex and/or of high value and/or have significant demanding factors and the post holder will be required to act as the project lead

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. To maintain effective liaison with all partners and organisations associated with the project, or potentially associated with project delivery.

5. To undertake those duties and responsibilities as defined for the role of Project Manager within the 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 consultancy support to:

Grade N	Project Managers across all service areas
Grade P	Project Managers across all service areas, to include high-level consultancy
Grade Q	Project Managers across all service areas and to the Capital Programme Review Board (Formally Asset Management Group), both of which will include high-level consultancy

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, through 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 develop, mentor and supervisor less experienced Project Managers and the Project Support Officers.
13. To deputise for Senior Officers as required:

Grade N	For Level 2 Project Managers
Grade P	For Level 3 Project Managers
Grade Q	For the Programme Manager

Training and Development

14. To undertake such personal training and CPD as may be deemed necessary to meet the duties and responsibilities of the post.

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.

15. To develop training programmes in liaison with the Programme Manager and Head of Service for all staff supervised/mentored by the post holder.

General

16. In relation to the integrated Control Point System:

Grade N	Support the Programme Manager with continual improvement of the system
Grade P	Support the Programme Manager with implementation and continual improvement of the system
Grade Q	Take a leading role in the implementation and continual improvement of the system, in conjunction with ICT, the Programme Manager and the Head of Capital Projects

17. Contribute to the achievement of targets, performance indicators and objectives for the section.
18. Contribute to the ongoing development of strategy and objectives for the section and assist with the production of local indicators.
19. Contribute to the production of the annual Service Plans, other Departmental and Corporate Plans and initiatives.
20. 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.
21. 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.
22. 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.
23. 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.
24. Carry out your role in line with the Council's Equality agenda.
25. 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.
26. Any other duties of a similar nature related to this post that may be required from time-to-time.
27. 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.
28. 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

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PERSON SPECIFICATION

PROJECT MANAGER – LEVELS 1, 2 AND 3

POST NO. D14092

Criteria No.	Attribute	Grade N – Level 3	Grade P – Level 2	Grade Q – Level 1
Essential (E) / Desirable (D)				
	Qualifications & Education			
1	Professional qualification in an appropriate field relevant to the role, e.g. APM Practitioner	D	D	D
2	Membership of an appropriate body in project / programme management discipline, e.g. Association for Project Management	D	D	D
3	Educated to degree level or equivalent in a field relevant to the role	D	D	D
	Experience & Knowledge			
4	Experience within a project management/construction environment of approximately 1 year	E		
5	Experience at management level within a project management/construction environment of approximately 2 years, including complex and demanding schemes		E	
6	Experience as project lead within a project management/construction environment of approximately 3 years, including highly complex, high value and significantly demanding schemes			E
7	Demonstrable track record in successful strategic project management and/or development in one of the following fields: major commercial development, regeneration, housing, Schools, highways or civil engineering schemes.	E	E	E
8	Approximately 1 years' experience of commissioning services from a range of service providers using the appropriate legal frameworks for procurement	D	E	E
9	Approximately 1 years' experience of effective partnership working and interacting with clients, construction professionals, contractors and key stakeholders	D	E	E
10	Working knowledge of project management, its strengths and the major activities associated with it.	E	E	E
11	Experience of managing budgets and being responsible for the financial and service performance of a service area or major project	D	E	E
12	Experience of contract management and in particular NEC and JCT forms of contract	D	E	E

13	Working knowledge and good skills in the use of IT and Office Applications e.g. Word/Excel/Access and Project etc.	E	E	E
14	Experience of proprietary project management systems/software	E	E	E
15	Experience of determining value engineering solutions on projects and their successful implementation	D	E	E
16	Experience of undertaking the roles of an NEC ECC Project Manager, and/or JCT Contract Administrator	D	E	E
17	Awareness of Health and Safety matters in relation to the CDM regulations	E	E	E
18	An understanding on the political context and complex environment in which local government operates	D	E	E
19	Previous supervisory experience		D	D
	Skills			
20	Ability to work under pressure to tight deadlines on a number of different projects	E	E	E
21	Possess organisational skills to effectively plan and progress a series of tasks / projects simultaneously and within conflicting and demanding deadlines	E	E	E
22	Ability to present complex information in formats appropriate to non-specialists without compromising meaning	E	E	E
23	Ability to use initiative and make decisions outside immediate policy and procedure. In addition for Levels 1 and 2 – to do so without reference to manager	E	E	E
24	Ability to lead highly complex projects and make critical decisions without reference to manager, other than by exception			E
25	Ability to analyse situations and produce effective solutions	E	E	E
26	Ability to develop and sustain relationships with a range of parties and with individuals at all levels, both internally and externally	E	E	E
27	Ability to communicate both verbally and in writing with a wide range of audiences including the ability to write clear and concise reports	E	E	E
28	Ability to regularly give advice and guidance, including demonstrating duties, instructing, checking the work of others and leading by example	E	E	E
29	Ability to support Level 2 and 3 Project Managers with project decision making			E
	Personal Attributes			
30	Able to handle sensitive issues effectively and empathetically	E	E	E
31	Self-motivated with high drive for achievement	E	E	E
32	Able to sensitively relate commercial approaches to	E	E	E

	the public sector whilst understanding the legal and probity issues			
33	Able to work successfully as part of a team	E	E	E
34	Able to work independently within a framework of advice and support	E	E	E
35	Able to demonstrate a strong commercial and public service outlook	D	E	E
36	Flexible approach to working time arrangements	D	D	D
	Special Requirements			
37	Able to demonstrate a commitment to personal development	E	E	E
38	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	E	E
39	Able to work outside of normal office hours when required to meet the needs of the service	E	E	E
40	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	E	E