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| **Job Description** |
| **Post title** | Project Manager |
| **JE Reference No** | JE Ref N7463 (NSTS 131) |
| **Grade** | Grade 11 |
| **Service** | Regeneration and Economy Growth |
| **Service Area** | Corporate Property & Land – Construction Consultancy Services |
| **Reporting to** | Construction Consultancy Services Manager |
| **Location** | Your normal place of work will be County Hall Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will be responsible for providing high quality and multi-disciplinary, cost effective, project management and associated services to deliver various projects or programmes of work for the County Council.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

Working independently and with the Senior Project Manager(s) using a multi-disciplinary approach, to deliver projects within programmes of work, including:

* Managing service specific projects as determined by the Construction Consultancy Services Manager.
* Ensuring that projects have an adequate business case and that expected benefits are realised.
* Implementing projects and managing the production of required outputs.
* Identifying the resources necessary to undertake projects.
* Planning projects, monitoring and taking remedial action as necessary
* Undertaking options appraisals incorporating whole life appraisals, capital and revenue estimates and whole life costings.
* Preparing project briefs for the implementation of projects to achieve the required outputs and benefits, addressing the Council’s aims and objectives including sustainability, support for local industry, training and employment.
* Co-ordinating with others the appointment of consultants, contractors and suppliers as required to implement the project.
* Ensuring the project is well managed and controlled through the use of appropriate project documentation including preparation of the project initiation document, reports, change control and risk management.
* Contributing to the development of best project management practice.
* Financial and resource management to ensure delivery of financial targets.
* Identify and manage risks associated with the workload.
* Develop and ensure effective co-ordination and communication across a wide range of internal and external stakeholders.

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable).

* To represent the Construction Consultancy Service as appropriate at various meetings, working parties, panels etc. as directed.
* Co-ordinate and participate in internal/external meetings and forums.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | Degree or equivalent qualification in a relevant Construction related subject. | Membership or associate member of a relevant professional body and working towards full/chartered membership  |
| Experience | Significant experience in a building and/or highway design / construction environment.Experience of a leadership role in the provision of buildings and/or highways projects.Experience of managing contractors to deliver to time and budget.Dealing with members of the public and Elected Members. | Experience of initiating and improving the efficiency of service delivery.Experience in the application of modern construction management.Dealing effectively with end users.Value Engineering and working in partnership. |
| Skills & Knowledge | Knowledge of Buildings/M & E/Asbestos / Highways in constructionUnderstanding of the technical linkages between disciplines.Knowledge of current methods in construction.Effective written and verbal communication skills.Analytical and decision making skills.User IT skills. | Preparation of business cases. |
| Personal Qualities | Flexible and able to work under pressure.Travel is an essential requirement of the post.May be required to work outside of normal office hours. |  |