



Post No.	
Post Title:	Project Manager – Corporate Assets
Unit/Team:	Assets Team
Grade:	G
Service:	Communities and Homes Service
Reports to:	Assets Manager
Issue Date:	March 2024

PURPOSE OF THE JOB

To develop and deliver property related projects (primarily for the Council's housing stock and corporate properties) with a particular emphasis on decarbonisation.

To develop and deliver projects to achieve the objectives of the Corporate Strategy, Asset Management Strategy and inform the development of the Housing Revenue Account (HRA) Business plan.

To manage and co-ordinate project teams in accordance with the values and aims of the council

To deliver individual property related projects in accordance with the Council's Asset Management Strategy and to the Council's required quality standard, delivery timescales, and agreed costs.

The post holder will be required to work closely with a variety of internal and external stakeholders, with particularly close working with the Assets Manager, Property Repairs Manager and Property Manager.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Ability to use a wealth of data to inform recommendations for projects to ensure compliance with regulatory requirements and statutory compliance, with a particular emphasis on decarbonisation.
- 1.2 To utilise data from a variety of sources to inform project planning and future property investment.
- 1.3 To prepare project feasibilities, project initiation documents, project briefs, option appraisals, project plans, project risk registers and specifications.
- 1.4 To deliver projects in compliance with the corporate project delivery methodology, engaging the advice and support of other stakeholders as appropriate to manage risk and ensure quality delivery within budget.

- 1.5 To ensure high quality contract/consultant management to establish effective relationships including the use of appropriate contracts/procurement methods recording contract meetings and contract feedback all as required for the good management of contractors and consultants.
- 1.6 To appoint and manage contractors and internal project resources for efficient project planning and delivery in accordance with the Council's requirements.
- 1.7 To co-ordinate internal and external stakeholders to deliver projects in accordance with the Council's requirements.
- 1.8 To ensure high quality contract/consultant management to establish effective relationships including the use of appropriate contracts/procurement methods recording contract meetings and contract feedback all as required for the good management of contractors and consultants.
- 1.9 To assist in undertaking a *lesson learned exercise* for each project to feed into the project evaluation and support future project planning.
- 1.10 To organise project management meetings and attend the Council Asset Management Group when requested to report on individual projects.
- 1.11 To help answer technical queries.
- 1.12 To ensure that project files and document control procedures are maintained.
- 1.13 Draft and help prepare and present data, in various formats, to key stakeholders, including Senior Officers, Elected Members, consultants and contractors.
- 1.14 Liaise and co-ordinate a range of RBC teams, external partners and consultees on project matters.
- 1.15 Carry out research where required to support the planning and delivery of projects.
- 1.16 Work with the appropriate teams to provide the delivery of the tenant and customer liaison function when planning and delivering projects.
- 1.17 To be up to date with Health and Safety legislation and the implementation of Construction related rules and guidance such as the CDM regulations.

2. OTHER DUTIES AND RESPONSIBILITIES

Give general assistance to other project teams within the Council as directed.

Carry out such other project management duties, as may be assigned from time to time.

3. SUPERVISORY RESPONSIBILITIES

Supervision of the Decarbonisation Project Officer.

4. FINANCIAL RESPONSIBILITIES

Raise and propose project budgets.

Maintain a record of all client change instructions and the subsequent impact on project spend.

Take corrective action to maintain project spending within approved limits.

5. RESPONSIBILITY FOR ASSETS AND DATA

The post holder will:

- Be responsible for all equipment issued to perform the duties of the role.
- Be required to create, maintain and manage appropriate databases in accordance with corporate guidelines.
- Ensure the secure storage of all project documentation.
- Ensure quality through comprehensive filing and management of emails and documents.
- Contribute to the digitalisation agenda through ensuring the effective exchange of data and storage of documentation through electronic means as far as is practicably possible.

6. EXTENT OF PUBLIC CONTACT

Elected Members

Leadership Team

Other teams within and external to RBC

Contractors and consultants

Liaison and consultation with end users and key stakeholders during project planning, delivery and evaluation.

Receive and reply to emails, telephone calls and face to face visits from members of the public regarding projects involved in, including complaints and requests for information.

7. WORKING CONDITIONS AND ENVIRONMENT

To work in an agile environment and attend the office as required by the Senior Project Manager and/or the Council's agile working policy. In addition, the post holder will be required to:

- Visit tenants in their homes to support the tenant liaison and project planning/delivery functions.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting

Equality and Diversity

Health and Safety

Risk Management

Anti-Fraud

Data Quality and Data Protection

Business Continuity

Major Emergency Plan

Procurement and Contract Management

Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION

Post: Projects Manager – Corporate Assets



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

	Essential/ Desirable	Method of Assessment
An excellent, IT literate manager who is effectively able to plan, monitor and manage projects, budgets, risks, business continuity, health and safety, complaints and FOI's	E	A,I,T
Ability to support the implementation of our corporate strategy and continuous improvement of our services through robust project management and delivery – from inception through to completion	E	A,I,T
An accomplished communicator with the ability to develop, nurture and maintain positive and effective relationships with a whole host of internal and external stakeholders, including the MP, Councillors, contractors, tenants, your team and peers on the council's wider management team.	E	A,I,T
A minimum of two years experience of planning, managing and delivering property and construction projects up to £2M	E	A, I
Good working knowledge of Health and Safety legislation relating to construction Projects	E	A,I,R
Minimum of a degree or HNC/ HND level in construction or equivalent	E	A,D
Full UK driving Licence and access to own transport for business use	E	A,I,D
Hold / be prepared to study for a CIH Level 4 qualification or its equivalent	E	A,I,D
Management qualification	D	A,I,D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D