

## JOB DESCRIPTION

<b>POST TITLE:</b>	Senior Project Manager
<b>GRADE</b>	14
<b>DIVISION / UNIT</b>	Southwark Construction
<b>DEPARTMENT</b>	Housing & Modernisation
<b>REPORTS TO:</b>	Strategic Lead, Enabling/ Delivery

### PURPOSE OF THE JOB

The Senior Project Manager is responsible for providing leadership and delivering new homes programmes, holding a team of highly professional, skilled and technical project managers to account and reporting performance to the Strategic Lead.

Providing high level, professional and technical advice to achieve the council's objective of using new build and regeneration to benefit the community and improve council services.

### PRINCIPAL ACCOUNTABILITIES

#### Responsibilities

1. To manage the delivery of new homes programmes and projects, providing high-level professional, managerial direction and leadership input demanded by the programme to ensure significant, beneficial impacts of social value are achieved.
2. Be accountable for both individual schemes and directly responsible for a programme of schemes within the new homes portfolio. Understands the commercial benefits of mixed tenure developments and implication of cross subsidy on mixed tenure developments. Ensures the relevant professionals are instructed across the programme to advise and manage the sales and maximise returns.
3. Develop and implement a strong contract management ethos leading on the improvement agenda to ensure competitive, cost effective and customer focused delivery. Identify appropriate contractual partnerships with external services and make a substantial contribution to the development of inter-agency working, which will secure programme achievement and influence future organisational arrangements.

Southwark Construction, Senior Project Manager, Enabling/Delivery

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4. To initiate and drive a strong performance management regime that supports and challenges project teams to improve the quality of delivery and relationships
5. between the council and its residents, members and external providers. Build strong constructive relations with senior management colleagues throughout the Council to achieve this, ensuring close integration with all other divisions across the council as necessary.
6. Provide strategic leadership on evaluating the effectiveness of contract types, contractors, procurement methods and consultants used. Recommend changes or developments as necessary and lead on implementation. Identify weaknesses and gaps in such areas and organise and oversee implementation to secure improvements. Oversee the development of appropriate alternative procurement options to deliver improved services and cost savings. Lead negotiations with partners, providers and external bodies to ensure delivery of such and secure necessary approvals.
7. To manage the implementation of complex and diverse technical policies, briefs, procedures, strategies, design guides and employers requirements affecting the new build delivery programme including the commissioning of specialist consultants as required. To ensure that all proposals and appointments comply with national and EU statutory and legislative requirements and standing orders. Initiative and lead reviews as required and implementing outputs.
8. Responsible for the resolution of escalated contract disputes including adjudication, mediation and dispute resolution as appropriate and organising resources to identify, manage, monitor and mitigate risks. Ensuring appropriate business and contingency plans are in place.
9. To meet with all relevant internal and external stakeholders, attending briefings, seminars and workshops as part of a planned approach to programmes and securing support for programmes objectives and delivery.
10. Contribute towards the senior management of the housing & modernisation department and support the strategic and business planning processes for the department and wider organisation
11. To ensure that there is a strong management regime in place that provides support to, and challenges the project delivery teams to enable residents to have full opportunities to be involved in the development of excellent project delivery services in line with the Charter of Principles. Ensure proper management of equality and diversity so all residents can participate in the mainstream activity of the asset management delivery service. Review how such services are prioritised and delivered and that marginalised groups are targeted for engagement.

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## JOB CONTEXT

This role reports into a Strategic Lead within Southwark Construction, managing a professional team of Project Managers and a programme of new homes and estate rebuilding schemes.

This role will lead a team, providing scrutiny and challenge to ensure their programme and schemes are delivered on time and within budget and provide technical expertise on the delivery of new homes from inception to completion.

They will be working closely and collaboratively with other departments across the council to achieve positive housing solutions and outcomes for the community.

Holds responsibility for programme management, ensuring effective and timely monitoring against delivery to time, budget and quality.

### Grade/Conditions of Service

This post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a 'sensitive' post

To represent the council at a variety of forums, including the presentation of evidence and attendance as an expert witness in all relevant actions to do with the programme at public enquiry, County Court, High Court or any other relevant proceeding.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

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## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	<b>Essential (E)</b>	<b>How assessed (S/ I/ T)</b>
<b>Knowledge, including educational qualifications:</b>		
Educated to degree level, or equivalent.	E	S
Hold a relevant professional qualification and/ or membership of a relevant professional body.	E	S
An in-depth and practical understanding of existing and pending legislation, issues and financial constraints facing local government and specifically the government policies relating to housing, planning and rebuilding and how they will impact on a local authority managing a major new build programme.	E	S, I
<b>Experience:</b>		
Experience in managing strategic projects and programmes in housing, development or regeneration	E	S, I
Financial management and modelling, business case skills and ability to manage programme budgets	E	I, T
Experience of procurement policies and procedures	E	I
Experience of managing a multi-disciplinary project team and the delivery of complex new build or estate re-building projects and programmes.	E	S, I
Extensive and recent, practical experience in resource management, including budgets and staff.	E	S, I
Practical experience in the appropriate management of risk at both programme and project level.	E	I
<b>Aptitudes, Skills &amp; Competencies:</b>		
Ability to think creatively and provide innovative solutions to problems. Has the ability to develop new approaches to find solutions.	E	I, T
Ability to demonstrate continuous professional development and to support staff with their continuous learning and development.	E	I
Able to demonstrate highly developed oral, written and presentational skills.	E	I, T

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A good understanding of performance management and the ability to raise performance levels of individuals and teams	E	I
Competent in interpreting contracts and legal documentation	E	I
<b>Special Conditions of Recruitment:</b>		
Comply with and promote the Council's Equal opportunities policy		

**Key:**     **E**    Essential

**S**    Shortlisting criteria  
**I**    Evaluated at interview  
**T**    Subject to test

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