

JOB DESCRIPTION

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| POST TITLE: | Project Manager |
| GRADE | 12 |
| DIVISION / UNIT | Southwark Construction |
| DEPARTMENT | Housing |
| REPORTS TO: | Senior Project Manager |

PURPOSE OF THE JOB

The Project Manager is responsible for the successful delivery of all new homes and rebuilding projects, in line with programme and budget, in a timely and effective manner.

Responsible for providing management, leadership, direction and motivation for multi-disciplinary technical, specialist and professional new build and rebuilding consultants and advisers, to achieve the council objectives to benefit the community and improve council services.

Manages customer and stakeholder expectations, sets and achieves standards of quality, management and customer focus.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. Manage the delivery of new homes and rebuilding programmes and projects and provide high level professional, managerial direction and leadership input to make significant impacts within the borough.
2. Commission and evaluate option appraisals for potential development sites, including detailed financial appraisals and viability of a project.
3. To manage a team of internal and external specialist, technical and professional consultants including legal, procurement, planning, clerk of works and quality inspectors throughout the lifecycle of each project.
4. Ensure that all commercial and technical performance standards are achieved throughout the design process, site evaluation, on site, construction phase through to completion and in line with RIBA stages of development and on to benefits realisation.

5. Evaluate effectiveness of contracts and consultants used and make recommendations or changes as required. This may include the application of penalties and recommendation to terminate a service where performance fails to meet required standards.
6. Responsible for leading on a portfolio of new build and rebuilding projects, including the procurement process. This includes the use of tendering, framework and partnering contracts, framework consultants and full OJEU procedures and to lead groups to achieve efficiency and cost improvements.
7. Select project participants (will normally include professional staff and specialists outside the job holder's professional remit) with assistance from the Strategic Lead, manage team members and make a substantial contribution to the development of inter-agency working, which will secure project achievement and influence future organisational arrangements.
8. Line manage the Assistant Project Managers and provide professional advice, mentoring and coaching as required to ensure a culture of continuous professional development.
9. To monitor and report on progress and performance of a scheme, including the development and maintenance of close working relationships at a senior level, ensuring all parties sign off at appropriate stages through the design process.
10. Ensure internal and external funding sources for projects are identified and manage the project budget and other financial resources associated with the project.
11. Monitor and control the progress of projects, identifying and managing associated finances, risks and issues, addressing and taking pro-active and corrective action where required to ensure delivery against individual project plans as well as overall council strategic plans.
12. Draw up and maintain project plans requiring co-ordination of different service areas that may have significant impact on areas of the council's operation and other related external services, whilst gaining the support of all participants through persuasion and negotiation.
13. Initiate and lead on the development of complex, commercially sensitive agreements with private developers for the purchase of S106 projects and the subsequent development process to completion.
14. Assess and make recommendations of financial, social and economic benefit and implication of cross subsidy on mixed tenure developments. Commission and oversee sales experts to ensure returns are maximised.
15. Lead and manage practical completion and handover of specific projects, ensuring effective communication and stakeholder management and transfer of all relevant information including operational and maintenance manuals, asset and technical

information, warranties and guarantees. Ensure efficiency and management of defects and liability period as appropriate.

16. Meet with business managers and stakeholders, attend and advise relevant management meetings, boards, briefings and workshops. Driving forward change within the organisation, as part of a planned approach to communicating the new homes and rebuilding programme process and securing support for the projects' objectives and high performance delivery.
17. Contribute to the review and development of measures and performance indicators, audit methodology to ensure the council can measure the effectiveness, milestones efficiency and success of specific projects and provide information as necessary for internal and external scrutiny.

JOB CONTEXT

This role, reporting into the Senior Project Manager (Enabling, Delivery, Post-Delivery) is part of the team responsible for the delivery of all new homes and rebuilding programme, set against the council's 'fairer future for all' agenda with regard to bringing the full benefits and opportunities of new homes and rebuilding to all Southwark residents.

The impact of the new homes and rebuilding programmes of all sizes, will have significant, long term impacts on the existing and future residents of Southwark. This role is part of the team that will ensure appropriate engagement of all areas of the council to meet housing needs, as well as social and economic needs of existing and future Southwark residents affected by these projects and programmes.

This role will work closely and collaboratively with other departments within the council, as well as external partners and stakeholders to achieve positive new homes and rebuild outcomes for the community. The role will make a substantial contribution to the development of inter-agency working, which will secure project achievement and influence future organisation arrangements.

The Southwark Construction division combines professional disciplines with the ability to act as a technical client, with programme and project management capacity. The division works in close cooperation with all other Housing and Modernise divisions, Sustainable Growth division and all other departments of the council to ensure the full benefits of new builds and rebuilding are achieved for the current and future residents of Southwark.

Grade/Conditions of Service

The post holder is required to carry out duties and responsibilities of the post in accordance with the council's policies and procedures and standing orders.

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

This post is deemed to be a full time role and will require the post holder to work outside normal office hours on occasion, including evenings and weekends and within urgent time scales, as directed by the requirements of the programme.

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.

PERSON SPECIFICATION

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

| | Essential (E) | How assessed (S/ I/ T) |
|---|----------------------|-------------------------------|
| Knowledge, including educational qualifications: | | |
| Either a degree or relevant professional/ technical qualification or an ability to show that the appropriate experience and knowledge has been achieved to undertake the range of duties. | E | S, I, T |
| Evidence of continuing professional and managerial development, including an understanding of modern management concepts and practices e.g. performance and change management. | E | I |
| An understanding of the social and economic issues affecting local government and methods for consulting on and understanding the demands of residents. | E | S, I |
| Practical and sound working knowledge of project and programme management best practice in a corporate environment e.g. Prince 2, MS Project. | E | S, I, T |
| Experience: | | |
| Experience of structuring and leading internal and external teams to ensure successful project delivery through the lifecycle of a construction project. | E | S, I |
| Experience of producing project management protocols, initiating documents, reports and managing risk and finances for a variety of audiences. | E | S, I |
| Experience of designing and delivering necessary public consultation as part of the delivery of projects, while mainstreaming equalities issues. | E | I |
| The development of partnership arrangements either in the public or private sector. | E | I |
| Has commercial understanding and can assess and make recommendations of financial, social and economic benefit and implication of cross subsidy on mixed tenure developments. Commission and oversee sales experts to ensure returns are maximised. | E | I |
| Aptitudes, Skills & Competencies: | | |
| Resource management, including budget and human resource management | E | S, I |
| Effective influencing and negotiation skills | E | I, T |
| Oral and written communication including preparing and presenting reports to a variety of audiences. | E | I, T |

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|---|---|---|
| Able to develop strong working relationships and understand behaviours and drivers of stakeholders, in order to build rapport and achieve goals; actively resolve situations of conflict. | E | I |
| Competent in interpreting contracts and legal documentation. | E | I |
| Able to work on own initiative and to organise, monitor and evaluate own workload and conflicting priorities. | E | I |
| Ability to use computer systems including word processing, spreadsheets and databases for correspondence, reports and performance monitoring. | E | I |
| Commitment to continuous, personal, professional development and give support to others for the same. | E | I |
| Special Conditions of Recruitment: | | |
| Comply with and promote the Council's Equal opportunities policy | | |
| Comply with the council's Health and Safety Policy. | | |

Key: **E** Essential

S Shortlisting criteria
I Evaluated at interview
T Subject to test