



Post Title: Senior Construction Manager – Capital Delivery

Grade: NCC K

Job Purpose

To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

To perform comprehensive assessments of Nottingham City Council's housing stock to identify areas for improvement and investment and to ensure the long-term sustainability and safety of assets by prioritising projects that enhance resident satisfaction, energy efficiency and structural integrity.

To work closely with financial teams to secure necessary funding for investment projects and to ensure effective budget management by monitoring expenditures, forecasting financial needs, and optimising resource allocation to maximise the impact of investments.

To compile and present detailed reports on the performance of housing assets, providing actionable insights and recommendations to senior management and stakeholders and use of data-driven analysis to inform decision-making and strategic planning.

To oversee the procurement and delivery of planned maintenance and capital investment projects, ensuring they are completed on time, within budget, and to the required quality standards and coordinating with contractors, monitoring progress, and addressing any issues that arise.

To actively engage with residents' complaints and community groups to ensure that investment plans meet their needs and expectations and foster positive relationships and community support by organising consultations, addressing concerns, and incorporating resident feedback into project planning and execution.

To ensure the Trade Colleagues and/or external contractors are maintaining the targets set out by the Project/Site Manager daily.

To maintain the company's standards of appearance, behaviours, compliance, and ensure all Health & Safety standards are met.

To represent Nottingham City Council Housing Services (NCCHS) in a professional and proactive manner in all those associated with and affected by the Project.

To attend commercial meetings as and when required by the team for assistance and support.

To support the organisational culture within teams and projects that embodies the values of NCCHS.

Be an ambassador for the company, forging effective partnerships across the city with all key stakeholders and delivery partners.



Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
3. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
4. Ensure that service policies, procedures, and processes are continuously developed to reflect legislative changes, regulations, guidance, and best practices, with a strong emphasis on adhering to legislation affecting the service, and ensure all working practices are compliant and efficient.
5. Establish a culture of continuous improvement and innovation by developing and implementing key changes, including clearly communicating goals and expectations to enhance service delivery, processes, and outcomes, ensuring alignment with the organisation and directorate's overall objectives and industry trends and best practice.
6. To be responsible for leading and inspiring the team, ensuring effective team management, professional development, and fostering a positive and productive work environment in line the council's employment policies, procedures, and practices.
7. To engage with community stakeholders and partners, ensuring collaboration and co-creation on joint initiatives and integrating community and partnership working into service planning and delivery to improve service and reduce complaints.
8. To be responsible and accountable for managing the budget, involving finance teams early, ensuring compliance with financial and procurement procedure rules, policies



and processes, and proactively managing risks and overspends, and maximising income, funding opportunities and efficiencies.

9. Foster effective communication with all service staff, ensuring they are well informed and actively involved. Clearly articulate service objectives, provide comprehensive briefings on Council-wide issues, and ensure that corporate messages are effectively cascaded.
10. Draft comprehensive reports, briefing notes, and presentations, support audits and committee meetings with detailed information and analysis and collaborate with the Head of Service to ensure all documentation meets organisational standards and aids decision-making.
11. To be responsible for identifying, assessing, and managing risks to ensure effective service delivery in accordance with the council's risk management policy, frameworks, and local risk register, including ensuring the timely escalation of risks to the Head of Service, Assistant Director.
12. Support the Head of Service in managing relationships with members concerning service delivery and politically sensitive issues by providing accurate and timely information and reporting within your area of responsibility, while representing the service and the council at meetings and events as required.
13. Develop and implement a business continuity strategy for critical service contract management functions, ensuring effective planning and communication, and collaborating with the council's emergency planning team, emergency and health services, partner agencies, and government organisations to establish robust contingency plans and procedures for managing emergencies.
14. Ensure continuous professional development and mandatory training for yourself and your team, fostering a culture of ongoing learning and compliance.
15. To have responsibility for ensuring robust arrangements to ensure the health, safety and wellbeing of staff and others in line with the council's policies, procedures, and guidance.
16. Sound understanding of contractual frameworks and expert knowledge of industry standard forms of contract, including JCT contracts and NEC contracts and apply this to lead on contract strategy, risk management, dispute avoidance and commercial governance across capital programmes. They will provide advice to internal stakeholders to ensure robust and compliant contract administration.
17. Ensure adherence to the council's equality, diversity, and inclusion strategies, policies, frameworks, and legislative requirements, actively promoting these principles in all areas of service delivery, including conducting equality analysis assessments, and fostering inclusive interactions with service users, partners, and the workforce.
18. Responsible for delivering accurate insights, establishing, and monitoring metrics, and ensuring KPI targets are met, and collaborating with the council's corporate performance team to align with broader organisational goals and reporting requirements.



19. Ensure the safeguarding of vulnerable adults by implementing and adhering to local authority policies, promptly addressing concerns, collaborating with relevant agencies, and providing training and guidance to the housing solutions team.
20. Undertake any duties commensurate with the role, including deputising project managers and Quantity Surveyors as needed, to ensure the effective delivery of the department's services.
21. Key performance indicators
 - Delivery of statutory and local performance indicators set in the Housing Asset Management Strategy
 - Tenant Satisfaction Measures and Consumer Standards
 - Delivery of Rebuilding the Housing Service Programme improvement projects within agreed timeframes and budgets.

Numbers and grades of any staff supervised by the post holder:

Up to 25

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by Head of Service

Date: March 2026


Person Specification: Senior Construction Manager – Capital Delivery

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	I	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of: <ul style="list-style-type: none"> - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham 	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of: <ul style="list-style-type: none"> - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills 	✓	✓	
Change and Innovation	Able to lead service through change, with experience of: <ul style="list-style-type: none"> - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement 	✓	✓	
Collaboration	A collaborative leader, with evidence of: <ul style="list-style-type: none"> - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation 	✓	✓	
Equality, Diversity and Inclusion	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of: <ul style="list-style-type: none"> - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. - Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people. 	✓	✓	
	Significant experience leading construction projects (from inception to completion) and developing relationships with key stakeholders, customers, and partners to influence and achieve organisational outcomes.	✓	✓	
	Interpreting internal and external customer needs; tailoring solutions/proposals to ensure high customer satisfaction.	✓	✓	



Technical Skills and Knowledge	Applying measures and controls to monitor costs and make recommendations for improvements for the service.	✓	✓	
	Effectively managing resource to meet changing business needs, budget to support the delivery of cross-functional projects.	✓	✓	
	Ability to lead, motivate, performance manage a team with a focus on developing staff to enabling them to reach their full potential.	✓	✓	
	Experience of preparing, monitoring and controlling significant budgets.	✓		
	Demonstrate political sensitivity and experience of working with local Councillors and planning officers.	✓	✓	
	Experience of influencing and persuading partners and key stakeholders at a senior level.	✓	✓	
	Communicates difficult or sensitive messages to staff and customers effectively and to achieve a positive outcome.	✓		
	Decisive and acts as a key contributor in a critical or complex environment.	✓		
	Promotes innovation around project delivery and seeks change.	✓	✓	
	Listens and draws upon information provided by others in order to interpret and explain difficult/complex information.	✓	✓	
	Ability to compile, update and forecast project programmes, including identifying any risks and their mitigations.	✓	✓	
Qualification requirement	Significant experience of working within the Construction or Building industry, any relevant qualifications are desirable.	✓	✓	✓
	Must hold a full Driving licence.	✓	✓	✓
Behaviours	Positive, professional attitude to getting things done.	✓	✓	
	Flexible attitude to work, with the ability to work on own initiative.	✓	✓	
	Ambassadorial and approachable to stakeholders.	✓	✓	
	Able to make timely and accurate decisions, often in pressurised situations.	✓	✓	
A - Application	I – Interview	D - Documentary Evidence		