



Job Description and Person Specification

Job Title	Project Manager - Capital Programme Delivery
Job Grade	NCC grade I
Reports to	Head of Capital Programme Delivery
Direct Reports	2 x Building Technical Officer 1 x Project Liaison Officer
Other Resources	Laptop and Mobile
Role Purpose	To support the Head of Capital Programme Delivery in the provision of an efficient, effective, and economic service through the formulation, development, implementation, co-ordination and monitoring of capital projects throughout the city, and having specific responsibility for multimillion pound programmes of regeneration projects.
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. To manage individual Capital projects including making informed decisions, assessing problems and the potential for improvements, and negotiating with project team members, elected members, senior management and other stakeholders including leaseholders. 2. To support project teams by helping with the co-ordination and input of all those involved in the design and implementation of Capital projects including architects, planners, quantity surveyors and outside agencies and actively engaging in all client design issues and subcontract elements of contracts, from pre-tender through to completion. 3. To plan, co-ordinate and develop consultation and publicity on Capital Projects ensuring that all relevant stakeholders are involved. Including carrying out operational delivery with a focus on community involvement, including the delivery of local jobs and training opportunities. 4. To attend Council's meetings, tenant forums and community forums to represent the Nottingham City Council Housing Services (NCCHS) as directed. 5. To assess the problems and the potential for improvement and value engineering within identified target areas by undertaking research, consultation, and liaison with stakeholders, including external agencies, Members, Area Committees and Government Departments. 6. Operational delivery of estate improvement projects which improve the quality of the local environment and create decent neighborhoods. 7. Administrate contracts as Contract Administrator, Employer's Agent or Project Manager using standard forms of contract e.g., JCT, NEC forms of contract.



8. Monitor and report on operational issues, taking responsibility to identify solutions and deliver any remedial action needed to meet agreed performance targets, obtaining authorisations, and reporting robust change control process.
9. Ensure projects meet the relevant industry regulations, standards, contract requirements and best practice.
10. Ensure that all work carried out by constructor partners and sub-contractors is undertaken in accordance with the relevant codes of practice and the latest regulations as directed by the accreditation bodies, ensuring regular inspections by the relevant trade accreditation bodies.
11. Identify and manage risks in relation to project objectives, ensuring resources are used effectively and efficiently and projects are successfully completed within budget and on time. If risk to the Council is identified take immediate and appropriate action.
12. Initiate processes which will ensure that objectives are monitored/achieved on time, to agreed standards and within the resources available to support continuous improvement within the service area.
13. Ensure financial and operational key risks are understood, mitigated, and updated in a timely manner to ensure the programme is successful.
14. Ensure effective marketing and communications of the programme and the success of individual projects.
15. Promote tenant and leaseholder empowerment and involvement within the NNCHS to ensure they are actively engaged and can influence decisions.
16. Create a performance management culture focused on achieving key objectives within a value for money framework. Initiate processes which will ensure that objectives are achieved on time, to agreed standards and within the resources available.
17. Fully responsible for the management of teams of staff in the achievement of targets and performance indicators and ensure that learning from customer feedback is embedded within the organisation.
18. To represent the NCCHS at committee meetings, tenancy forums, tenant, and leaseholder community events.
19. To manage all Service Level Agreements which are applicable to your section.
20. Devise and monitor effective processes to ensure the Health and Safety of members within the team with specific emphasis on the

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	<p>Lone Working Procedure.</p> <p>21. To ensure that legal, statutory and any other relevant provision governing or affecting the service area are strictly observed.</p> <p>22. Represent the NCCHS during any contractual disputes/legal proceedings, which may include giving evidence under oath during such events as arbitration and coroner's hearings.</p> <p>23. Other duties which are broadly consistent with the job description and level of the post.</p>
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Created: October 2022

Signed and agreed by the post holder..... Date.....


PERSON SPECIFICATION: Project Manager - Capital Programme Delivery

Requirements	Essential - E Desirable - D
Experience and Knowledge	
<ul style="list-style-type: none"> Experience of working with customers to tailor service delivery to meet their needs. 	D
<ul style="list-style-type: none"> Sound knowledge and practiced experience of project management techniques, ideally with experience of successful delivery of major capital and regeneration projects. 	E
<ul style="list-style-type: none"> Ability to administer construction contracts as Contract Administrator, Employer's Agent and/or Project Manager. 	E
<ul style="list-style-type: none"> Working and demonstrable understanding of sector legislation/standards for example Decent Homes Standard, HHSRS, Disrepair, Building Safety Bill, and its application to the area of work. 	D
<ul style="list-style-type: none"> Detailed knowledge and understanding of safety practices, and legislation relating to the building industry. For example, CDM, Health and Safety at Work Act and the Management of Health and Safety Regulations. 	E
<ul style="list-style-type: none"> Ability to produce and present reports detailing progress, quality standards and investigations where the relevant standards are not being met. 	E
Skills & Abilities	
<ul style="list-style-type: none"> Able to prepare and maintain up-to-date project plans and supporting documentation and ensure a robust approach to project governance aligned to NCCHS policies and procedures. 	E
<ul style="list-style-type: none"> Able to analyse and interpret financial information. 	E
<ul style="list-style-type: none"> Experience of monitoring and controlling budget expenditure. 	D
<ul style="list-style-type: none"> Sound ICT skills, with a high level of proficiency in MS Outlook, Word, Excel, and PowerPoint and practical experience of using IT as analytical and project management tools. 	E
<ul style="list-style-type: none"> Able to monitor and evaluate effectiveness of projects using Project and Programme Management Systems. 	E
<ul style="list-style-type: none"> Ability to demonstrate skills to drive and implement continuous improvement to provide a full audit trail of communication to ensure everyone is kept up to date. 	D
<ul style="list-style-type: none"> Sound problem solving, negotiating, financial and numeracy skills 	E
<ul style="list-style-type: none"> Evidence of successful track record in leading and motivating diverse teams. 	E
<ul style="list-style-type: none"> Methodical way of thinking and approach to work 	E
<ul style="list-style-type: none"> Ability to absorb complex information and assess requirements readily 	E
<ul style="list-style-type: none"> Strong presentation skills and ability to communicate complex issues to a wide range of individuals and external contacts using a variety of methods 	D

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<ul style="list-style-type: none"> • Good interpersonal skills and a proven ability to communicate effectively at all levels including presenting written and verbal information in a clear and concise manner. 	D
Qualifications	
<ul style="list-style-type: none"> • Driving Licence with access to a vehicle. • Degree or equivalent minimum BTEC HND/HNC in the field of engineering, construction/project management or have demonstrable work-based experience that evidences an equivalent level of attainment and competence, with a substantial experience in delivering capital and regeneration project. • Evidence of continuing professional development. (A candidate not possessing the qualifications listed above but with a substantial and clearly established track record of success may also be considered.) 	D E D
Behaviours	
<ul style="list-style-type: none"> • Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council's Equality and Diversity Policy. • Ability to challenge discriminatory attitudes, statements, and behaviour. 	E D

Author: Head of Capital Programme Delivery
Date: October 2022