

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Capital Project Manager		Director/Service/Sector: Local Services/Commercial & Property Services		Office Use
Grade: Band 8		Workplace: County Hall/Area Based		JE ref: 1956
Responsible to: Team Manager		Date:	Lead & Man Induction:	HRMS ref:
Job Purpose:				
Resources	Staff	Manage a team of capital support/administration staff and External Technical Consultants and Contractors		
	Finance	Responsibility for project budgets up to a maximum of £10m		
	Physical	Responsible for the collection, maintenance and use of bodies of key corporate and regulatory data. Careful use of allocated technical monitoring / sampling equipment.		
	Clients	Act as Client lead on major capital programmes. Shared responsibility for the development of Property Services policies and procedures and the delivery of services that have a significant impact upon service users for the general wellbeing and safety of those who use the service and the general public.		
Duties and key result areas:				
1. To meet and effectively engage with clients and produce a detailed client brief including any specific site requirements; end user needs; grant terms and conditions; confirming amount of budget available.				
2. To ensure appropriate project management systems are in place for specific capital projects.				
3. To oversee Capital Programmes to time, budget and brief from pre-feasibility to completion.				
4. To commission specific feasibility studies to support the development of future capital programmes.				
5. To sign off projects for construction, ie - ensuring the cost packs are agreed before construction commences on site.				
6. Responsible for agreeing any variations / advising clients of outcome of any variations.				
7. Challenge partner solutions, in relation to design effectiveness, standards and costs, as appropriate.				
8. Contribute to Performance Management of the Design and Build partner. Regularly summarise the performance of the partner and make recommendations as to continuing use, or change of use.				
9. Ensure a high level of Customer Care and engagement is practised.				
10. To represent all Service Directorates at appropriate project meetings.				
11. Ensure that risk assessments are conducted and that safe and healthy working practices are employed throughout the projects managed.				
12. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.				
13. Produce management reports and information based upon operational or research data for performance management purposes.				
14. To submit grant applications and business cases in respect of future capital programmes as appropriate.				
15. Monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations. Meet regularly with relevant Service Financial Accountant.				
16. Work collaboratively with colleagues, partners and other external contacts in order to promote effective partnership arrangements for the delivery of high quality services.				
17. Client Project Managers have the flexibility to specialise, eg - SEN; Non School Projects; Carbon Management but all have to be able to accommodate all projects from any Directorate to ensure the workloads are allocated fairly across the Team.				
Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.				
Work Arrangements				
Transport requirements:	Travel to work sites, premises, area offices or training venues throughout the County, Region and nationally upon occasion.			
Working patterns:	Flexi-hours apply with some requirement to attend evening meetings. Also some call out arrangements may apply and/or evening/night, early morning and weekend work occasionally at short notice.			
Working conditions:	Ability to undertake work in dirty, unpleasant environments and in the open in all weathers when necessary			

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PERSON SPECIFICATION

Post Title: Capital Project Manager		Director/Service/Sector: Commercial & Property Services	Ref: 1956
Essential	Desirable		Assess by
Qualifications and Knowledge			
A relevant degree as well as a relevant professional qualification A project management or other relevant vocational qualification i.e. Prince 2 Practitioner Knowledge of the main operational, procedural and practical issues relating to the service. An understanding of the key health and safety issues relating to the service. An awareness of current inter/national laws, regulations, policies, procedures, and developments. Demonstrates an awareness and commitment to proactive customer care and services. Evidence of ongoing personal development.		A related qualification, eg - NEBOSH Hold a CSCS card.	
Experience			
Several years experience in a particular relevant specialist area. Demonstrable delivery in a role at a similar level. A customer focused approach to project delivery. Managing large project budgets in excess of £1m Experience of dealing with capital programmes and issues. Experience of working in a resource management function. Experience of developing business cases/grant applications. Recent and relevant supervisory/managerial experience in a relevant service. Experience in applying a range of relevant supervisory methods, tools and techniques. Experience of managing and successful completion of projects. Experience in working collaboratively with service users. Experience in engaging effectively with others and building productive partnerships.		Experience in using Microsoft Office and Oracle applications. Experience of working with a wide range of public and private sector organisations, e.g. - Public Protection; Schools.	
Skills and competencies			
Ability to show initiative and work flexibly, independently or in a team, lead or accept leadership. Sound budget management skills. Ability to analyse information from a range of sources and draw accurate conclusions. Ability and desire to support colleagues from all disciplines. Commitment to the culture of continuous improvement and a flexible approach to service delivery. Effective IT skills and able to use ITC to achieve work objectives. Ability to prepare concise and accurate risk assessments. Able to apply own initiative to overcome day-to-day operational problems. Prepares written, verbal and other media that are rational, convincing and coherent. Effectively expresses own views using appropriate means depending upon the audience. Nurate and able to understand and reason with complex business related statistics. Applies a methodical approach to problem solving. Negotiation skills and able to persuade others to an alternative point of view. Remains calm and logical in stressful and difficult situations.		Maintain an awareness of the political aspects of change, as a result of Central Government policy and its effect upon Local Government. Experience of managing external organisations on a partnering basis. Contract and contractor management experience. Skilled in the use of Microsoft Office including advanced use of Microsoft Excel and Microsoft Project.	

A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated.		
Physical, mental, emotional and environmental demands		
Normally works from a seated position but with regular need to walk, bend or carry items. Need to maintain general awareness with ongoing periods of enhanced concentration. Extensive contact with public/clients in dispute with the County Council.		
Motivation		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits