



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Project Manager	<b>Grade:</b> PO5 -PO6
<b>Section:</b> Programme Management Office (PMO) Property Services	<b>Directorate:</b> Housing and Regeneration
<b>Responsible to following manager:</b> Programme Manager	<b>Responsible for following staff:</b>
<b>Post Number/s:</b>	<b>Last review date:</b> August 2022

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

The purpose of the Project Manager is to plan, execute and deliver capital construction projects in accordance with service requirements, deadlines and budgets. They will support the Programme Manager in assuring that resources are managed efficiently and effectively to ensure delivery of the clients’ requirements and their overall project responsibilities. The post holder will have experience in managing a multidisciplinary design team and successfully delivered construction projects with low to medium complexities and risk, with a small number of stakeholders to budget and programme.

**Specific Duties and Responsibilities**

1. Responsible for leading multidisciplinary teams in the design and delivery of capital projects of low to medium complexities to budget and programme with internal and external stakeholders.
2. To manage projects in accordance with agreed project management methodologies and reporting requirements including quality assurance, coordination, risk management, budget management, stakeholder management, communication and change control
3. To manage the successful delivery of project briefs, as commissioned by the Client Team, on time, to budget and of the right quality using the agreed project management methodology. Regularly updating and reporting to the Programme Manager on all aspects of the project including progress, risks and issues
4. Agree programmes for the design, procurement and construction stages of the project works, including detailed project cost reports based on feasibility/outline proposals; establish budgets and manage and monitor effectively, taking action to redress any imbalance on spend profile
5. Ensure effective management of external professional consultants and contractors to ensure deliverable are produced to the required time and budget and ensure any issues around performance are escalated and actioned
6. To liaise with the Local Planning Authorities and Building Control to ensure that appropriate approvals are in place to satisfy any requirements/conditions;
7. To assist with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
8. To ensure that internal and external stakeholders are appropriately engaged and influenced with regards to project activities providing clear accountabilities, relationship management and support. Respond to Councillors and Stakeholders on project related queries
9. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.
10. Liaise with Legal services to ensure contracts for professional services and construction works are produced and executed in a timely manner
11. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

12. To advise and support managers on relevant matters affecting the service
13. To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
14. To identify opportunities for improvements within the project process and procedures and contribute as required to change programmes within the service

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

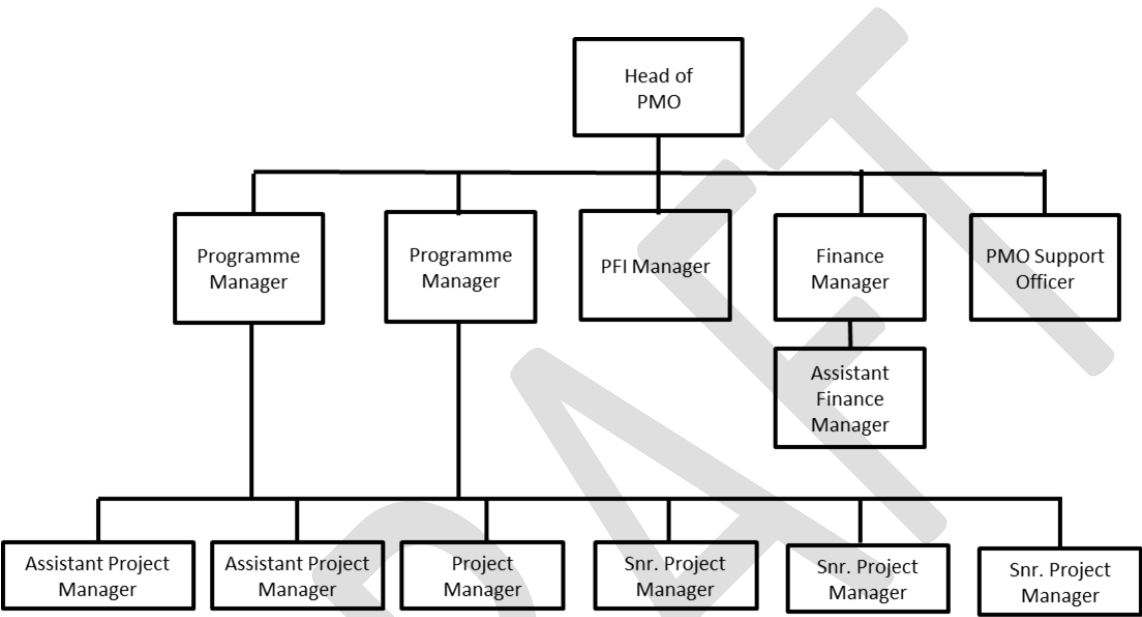
The Project Manager may be expected to attend evening or weekend meetings as part of a consultation and/or facilitation activity pertinent to the delivery of the overall project.

### **Progression to PO6**

- Ability to project manage a portfolio of medium complex construction projects.
- Manage influential and more diverse internal and external project stakeholders

- Manage a larger multi-disciplinary consultant’s design team.
- Projects of a higher value with an increased risk profile.

**Team structure**



# Person Specification

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## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
Knowledge and understanding of financial regulations and contract standing orders		A/I
Knowledge and understanding of construction/planning legislation		A/I
<b>Experience</b>		

Experience of successfully managing and delivering a wide range of property and construction related projects with low to medium complexities.	A/I
Experience of the successful procurement, management and supervision of consultant teams and contractors	A/I
Experience of working in complex political, partnership and multistakeholder environments	A/I
Experience of managing project budgets	A/I
Evidence of working in changing circumstances.	A/I
<b>Skills</b>	
Proven project management skills.	A/I
Proven programme management skills	A/I
Proven ability to influence, monitor and control the project risk environment.	A/I
Ability to organise and prioritise own workload, to work under pressure and meet deadlines.	A/I
Financial management and decision making skills.	A/I
An ability to think creatively and provide inventive solutions to problems.	A/I
Negotiation Skills	A/I
Good oral and written skills to provide clear and concise messages	A/I
<b>Qualifications</b>	
Degree or equivalent preferably, but not essentially, in property and / or construction related discipline	A
Professional Qualification in Property, Construction or Project management (RICS, CIOB, MSP, MAPM or PRINCE 2 etc)	A

**A – Application form / CV**  
**I – Interview**  
**T – Test**  
**C - Certificate**