

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Capital Construction Project Manager – Leisure & Culture	Grade: PO5
Section: Culture and Leisure	Directorate: ECS
Responsible to following manager: Director of Culture and Leisure,	Responsible for following staff:
Post Number/s:	Last review date: 19/12/2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 postholder will be a source of organisational expertise and responsible for the Brief development, Project management, development of design, execution and delivery of various capital and asset related construction projects across the Richmond & Wandsworth Partnership for the Culture & Leisure division.

Develop and coordinate the capital and asset needs of the Culture & Leisure division and our stakeholders as our Client.

Ensure a robust governance, process and procedures are developed and maintained within the frequent reporting structures.

Specific Duties and Responsibilities

To be responsible for the management, co-ordination, execution, and delivery of a varied set of capital and asset related construction projects on behalf of the Culture & Leisure division

Co-ordinate the delivery of project management quality standards, championing standardised delivery processes and to include establishing gateway reviews and relative governance, document management factoring timely dashboard reporting, cyclical project health checks to enable the Culture & Leisure division to develop a professional and consistent approach to sustainable project management.

Ensure stakeholders, users and residents are part of the journey and have continued commitment to the project aims and objectives

Deliver projects that deliver the agreed objectives, agreed benefits and value for money.

Ensuring all projects meet industry compliance and regulation requirements, whilst also reflecting our various corporate and divisional strategies/priorities.

Write briefs and support the writing of project requests, proposals and business cases for further governance approvals at various levels.

Provide a scheduled tracking structure for risk and financial management in all projects, manage, contribute, and input relevant data and information for project reporting, quarterly reviews, and annual reports as required, reporting through agreed governance and to SRO's.

Ensure that realistic project and quality plans are prepared and maintained and track all activities against the plan, providing regular and accurate reports.

Build expert knowledge and best practice, to deliver a customer focused approach to stakeholder management thus ensuring regular client engagement is always undertaken.

Manage change control and update key stakeholders on a regular basis

Provide effective leadership internally and externally, motivate and develop skills and understanding and effective working relationships.

Support the delivery of an effective and professional project management service through sharing knowledge and support to team members as required.

Maintain an excellent working knowledge of, project management principles and Council policies and procedures.

Manage, attend and contribute to project boards and other project related meetings, including gathering agenda items, distributing paperwork, drafting notes, contributing to meetings, and ensuring that agreed actions are carried out by the relevant staff or contractors.

Ensure the maintenance of documentation and records in accordance with quality standards and agreed repositories are kept up to date.

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

There will be requirements for some out of hours working to attend committee or other community meetings.

Hybrid / Flexible working supported but the nature of the role will require significant on site presence.

Team structure – DRAFT

The post will report to Director of Culture and Leisure, Matthew Eady

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Responsible to: Director of Culture and Leisure,	Responsible for: N/A
Post Number/s:	Last Review Date:

Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Excellent understanding of construction programme and project management principles and methodologies	Yes		A/I
Good knowledge of local government; understanding the drivers for change and improvement, and the challenges or opportunities impacting the sector		Yes	A/I
Good knowledge of capital projects design and delivery methodologies		Yes	A/I

Good knowledge of methods and techniques to manage and influence behavioural and cultural change		Yes	A/I
Knowledge of leisure and cultural in a local authority context		Yes	
Knowledge of local authority procurement regulations and capital project contracts			
Experience	Essential	Desirable	Assessed
Excellent track record in programme or project management of high-profile corporate programmes	Yes		A/I
Significant experience of working with a wide range of senior stakeholders to bring about change	Yes		A/I
Experience of delivery of capital and asset construction related projects as a Project Manager	Yes		A/I
Experience of working as part of cross-functional project teams	Yes		A/I
Experience of leadership and management including managing and driving the performance of matrix teams of people with diverse roles and responsibilities to achieve excellent outcomes		Yes	A/I
Skills	Essential	Desirable	Assessed
Excellent report writing and communication skills	Yes		I
Ability to anticipate problems and sensitive issues and act creatively and proactively to find solutions	Yes		I
Ability to establish the excellent connections and credibility with senior stakeholders necessary to influence and drive change	Yes		I
Ability to design, plan and scope programme and project governance	Yes		I
Ability to influence, negotiate, mediate, and persuade in challenging circumstances	Yes		I
Exceptional attention to detail and organisational skills to support a complex governance framework	Yes		I
Able to deal with the pressures of a constantly changing and demanding environment	Yes		I
Ability to enthusiastically champion innovation and change to inspire and motivate colleagues		Yes	I
Qualifications	Essential	Desirable	Assessed
Relevant professional qualification (e.g. project management qualification or equivalent level of experience)		Yes	A/C

A – Application form

I – Interview
T – Test
C - Certificate