

Job Profile Comprising Job Description and Person Specification

Job Description

Job Title: Construction Skills Fund Project Manager	Grade: P05
Section: Economic Development Office	Directorate: Chief Executive's Group
Responsible to following manager: Head of Employment and Skills	Responsible for following staff: Construction Skills Fund Training Coordinator
Post Number/s: RWRCF1 Fixed term June 2020	Last review date: December 2018

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

- To be responsible for delivering the CITB funded Construction Gateway project according to the project deliverables, budget and timescale agreed with the CITB, identifying and managing project risks on a regular basis
- Develop a robust reporting structure to report achievements of deliverables against monthly profiles and to report progress to senior management, Council committees, project partners and the Funding Body

- Develop and oversee the delivery of the agreed training schedule, ensure effective caseload management and achieve the project outcomes
- To oversee project governance and partnership arrangements and to provide on-going liaison and partnership working with key stakeholders on the Battersea Power Station development, Wandsworth Borough Council and other London Boroughs

Specific Duties and Responsibilities

1. Oversee the development, commissioning and coordination of construction training programmes in line with training requirements set out in the Construction Skills Fund training requirements at Battersea Power Station and other training sites
2. Provide effective financial management of the project to ensure it is delivered within agreed budgets; develop and oversee a project risk management plan and review monthly, implementing remedial actions if required
3. Line management of Construction Training Coordinator to oversee candidate recruitment, caseload management and scheduling of training courses
4. Develop an effective monitoring and reporting structure and ensure that all targets set are monitored and reported to senior management teams, the Project Steering Board and funding body
5. Design and produce publicity materials as required to support delivery of project targets in accordance with council/department procedures, funding body requirements and agreed partner protocols
6. Develop and maintain effective and sustainable working relationships with key stakeholders and with local partners to influence their approach to skills and training for residents from target boroughs based on local skills gaps and future jobs growth.
7. Co-ordinate and develop links with public, private and voluntary sector referral partners and statutory agencies, e.g. Job Centre Plus, charities, to recruit suitable learners to the project in line with project requirements and agreed governance arrangements.
8. You will be required to work on a Saturday morning on a bi-monthly basis to coordinate specific training on site
9. To undertake any other duties as directed commensurate with the grading of the post

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.

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 (E – Essential, D – Desirable)	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Good understanding of skills gaps and employer requirements in the construction industry across London, with an ability to identify opportunities for training that is responsive to business needs in the construction industry.	A, I
Knowledge of construction training practices and provision in the construction sector as well as S106 local labour agreements	A, I
Experience	
Experience of managing successful training facilities/projects, ideally in the construction sector	A, I
Experience of working on public funded training programmes and of the requirements to support new entrants and/or disadvantaged groups, ideally in the construction sector	A, I
Experience of successful risk management in a training/skills project, especially interventions to ensure project targets are met	A, I
Skills	
Strong project management skills, especially in the delivery of training and employment projects	A
An ability to develop effective, collaborative partnerships and working with partners within formal project governance arrangements	A, I, T

Good financial and risk management skills and experience of working within set budgets.	A
Able to self-start and manage commissions from inception to completion	A, I, T
Ability to work autonomously and problem solve but with judgement to escalate issues when required	A, I, T
Excellent communication and numerical skills	A
Qualifications	
A project management qualification and/or relevant degree would be preferred	A,C
Other Factors.	
Commitment to undertaking some out of hours work – sometimes at short notice, evenings and occasional weekend work.	A
Able to demonstrate an understanding of the principles of Equal Opportunities and how this would apply to dealings with work colleagues and with the public	A

A – Application form / CV

I – Interview

T – Test

C - Certificate