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| **Post Title: SENIOR PROJECT MANAGER (EDUCATION CAPITAL)** | **Grade: MG5** |
| **Department: People - Education** | **Division/Section: Education/Strategic Education Capital and Client Services** |
| **Post No: 0000000226** | **Reports to:**  **Head of Strategic Place Planning** |

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| **MAIN PURPOSE:**  To lead in the delivery of a portfolio of high profile (complex) large and small scale capital projects to ensure the sufficiency of school places in the borough (within specific timeframes) and within established guidelines and standards.. |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:**   1. To lead the delivery of capital projects in operational educational environments/premises. 2. Deliver schools projects working with local authority maintained, academy, voluntary aided and free schools 3. Manage the production of feasibility studies and other consultant works to inform the Council’s Education Capital Programme 4. Co-ordinate the work of appointed project teams and consultants to ensure successful project delivery 5. Have line management responsibility for Education Capital Project Manager and Education Project Officer/Co-ordinator. 6. Draft committee reports concerning the delivery of projects within the education capital programme and attend Committee where required 7. Lead the procurement of consultants and contractors, including the preparation of consultant (appropriate/applicable) specifications, ensuring that the procurement delivers value for money and the strategic needs of the Council 8. Have responsibility for ensuring the Council’s contracts database is maintained with regards education capital projects 9. Ensure that all legal documentation with regards the administration of education capital contracts is kept up to date 10. Works with consultants and the Council’s legal services team to ensure that contract terms and specifications are kept up to date and protect the Council’s interest 11. Manage and build relationships with key stakeholders including schools, governors, Councillors, Senior Officers and contractors 12. Have responsibility for the financial management of projects. Monitor, evaluate and control financial expenditure of projects within budgets and in compliance with the Council’s Financial Regulations and Contract Procedural Rules. 13. Lead on risk management across the Council’s education capital projects 14. Produce project plans, progress reports and risk logs to support successful project delivery. 15. Good record keeping to ensure compliance with all regulations and budget forecasts 16. In conjunction with the Head of Strategic Place Planning provide professional support and advice to the Director of Education and Director of Children’s Services on applicable property related issues, activities and projects. 17. Ensure compliance at all times with LBB’s Contract Procedure Rules and Financial Regulations. 18. Assist in and contribute to the Development and management of the Annual Capital programme in preparation for meeting pupil roll numbers and review /update the ongoing of current plans re same. 19. Deputise for the Head of Strategic Place Planning 20. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section. |
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| **CONTACTS AND RELATIONSHIPS:**  Ensure a high level of customer satisfaction by maintaining regular contact with schools and other building users.  Responsible for managing relationships with internal and external stakeholders in the delivery of education capital projects. This includes building successful relationships with and where appropriate, members, officers, colleagues, school head teachers, governors, consultants, contractors and community representative’s. |

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| **MANAGEMENT AND LEADERSHIP:**  The post holder will have responsibility for:   1. Management of the Education Capital Project Manager and Education Capital Project Officer/Co-ordinator 2. Ensuring that projects are delivered on time and budget in order to ensure that the Council meets its statutory duties with regards providing sufficient high quality education places. 3. The overall operational (day-to-day) management and control of capital projects including financial analysis and budgetary control, appraisal and risk management reporting directly to the Head of Strategic Place Planning. This includes effective budget planning and exception reporting. 4. Managing the procurement of consultants and contractors to meet the strategic needs of the Council in fulfilling its sufficiency statutory duty 5. Producing project plans that set out how resources are effectively managed in the delivery of projects. 6. Ensuring the resources are available for project delivery through the procurement of consultants and contractors 7. Managing the performance of consultants and contractors through effective contract management. 8. Responsible for ensuring projects are delivered on time and on budget and the early identification of potential delays and/or overspends |

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| **EQUALITIES:**  Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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|  | **Date** | **Name** |
| 1. Date drawn up | 2013 |  |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated | 2013 | TE/AH |
| 5. Reviewed | 8/11/19 | TE |

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| **SKILLS & ABILITIES**   * Demonstrate excellent Project Management and Project Control skills that will achieve final completion to the highest standards, within budget and agreed timescales. * Strong budget/financial management and forecasting skills. * Confident and have the ability to use IT systems i.e. word, excel, MS Project etc * Excellent Communication skills, both oral and written * Strong/high levels of commercial awareness and skills. * Manage staff and resources including being the lead in multi-disciplinary project teams. * Significant understanding and professional ability to undertake complex procurement exercises. * Ability and creativity to identify and develop innovative solutions. * Self motivated and able to work independently. * The ability to work under pressure, organise ,problem solve and prioritise own and other staff members work and that of other Divisional members, ensuring agreed programmes and project requirements are met * Strong commitment to best practice and delivering value for money. * A developed awareness of customer needs/focus and a commitment to continuous improvement service delivery. |

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| **KNOWLEDGE**   * Knowledge of best practice in commissioning of consultants and contractors * Knowledge of current innovation in the building industry such as modular construction and how this impacts on the design and delivery of building projects * Good knowledge of the Governments design guidance (BB103 & BB104), baseline designs and output specifications. * Knowledge and application of a variety of appropriate project management techniques * Current knowledge of project planning methodology practices and techniques * Current knowledge and impact of the Government Agenda with particular reference to school expansion, capital funding, SEN, free schools and the Academies programme * Understanding of the capital funding options available to support school expansion and maintenance * General understanding of school facilities management and IT * Understanding and current knowledge of the statutory regulations and provisions relevant to the relevant project activity, e.g. health and safety and CDM. |

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| **EXPERIENCE**   * Significant demonstrable experience of successfully delivering large Education/School capital projects and programmes incorporating all relevant regulations. * Experience of managing staff in the delivery of a programme of capital projects * Experience of innovation in the delivery of projects and programmes of capital works to deliver savings on time and cost whilst maintaining quality * Managing project and programme budgets and providing effective financial forecasting. * Implementing appropriate and innovative project management techniques. * Evidence/strong track record of successful effective stakeholder management in the delivery of complex capital projects and decision making. * Significant Experience of managing and negotiating with and through others. * Able to demonstrate experience of procuring and selecting consultants and contractors and the use of specialist frameworks |

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| **QUALIFICATIONS**  Qualification in project management (and at least 3 years relevant experience in a similar role and environment)  Degree or appropriate professional qualification desirable. |

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| **SPECIAL REQUIREMENTS**  Travel to schools (valid driving licence)  Requirement for DBS clearance.  Occasional evening meetings |