


GLPC Job Description

 Brent	Job Title	Capital Project Manager – Strategic Projects
	Directorate	Finance and Resources
	Department	Capital Programme Team, Property and Assets
	Grade	PO8
	Reports to	Head of Capital Delivery
	Staffing Responsibility	<p>Consultants – several project teams during the life time of each project comprising multi disciplinary professional consultant teams e.g. architects, Cost consultants, structural surveyors, M&E engineers and other relevant professional personnel</p> <p>Contractors – Small to large size construction contractors, IT specialists and FFE suppliers</p>

Job Purpose:

- To be responsible for leading the delivery to time and budget of several of the Council's major capital regeneration projects and programmes – including bringing forward opportunities, managing multi-million pound budgets, senior level governance arrangements, and complex inter-dependent project plans. Projects may vary in size from large residential and mixed use developments, school building projects and leisure facilities, to much smaller projects with equal regenerative benefits.
- To support the Head of Capital Delivery in securing the continuous efficiency and success of the department through effective leadership, project management, master-planning, financial management, ambition and drive to bring about change.
- Overall responsibility for delivering projects to time and budget, ensuring good quality design and a sustainable end product.
- Partnership role with internal and external partners.
- To support the Head of Capital Delivery and deputise as required.

Principal Accountabilities and Responsibilities:

1. Deliver multiple major and strategic capital projects and programmes on time and on budget simultaneously and within a challenging programme.
2. Lead on and respond to urgent building and project issues.

3. Advise and support the Head of Capital Delivery in the role of project sponsor. Deputise for the Head of Capital Delivery where necessary including at programme and Member level meetings.
4. Provide advice and guidance to Project and Programme Boards as appropriate to ensure the Council discharges its statutory duties and delivers its policy objectives. Working closely with the Head of Capital Delivery to support effective working relationships with relevant portfolio holders.
5. Responsible for reporting to CMT, PCG and Cabinet. Representing the service at various internal & external stakeholder forums. Prepare and/or assist other senior officers to prepare reports to the Programme Board, Members and the Cabinet seeking approval at key decision points in the project.
6. Support the Head of Capital Delivery on partnership working. Ensure the effective engagement of all end users and stakeholders including Councillors and residents, as appropriate to the project.
7. Responsible and accountable for the new homes for Brent home building programme. Undertake development appraisals and bring forward investment opportunities for decision making and delivery. Consider applications from schools for financial investment and make recommendations for approval accordingly.
8. Assist housing supply and partnerships create business cases for securing maximum funding for the building programme and related regeneration projects and lead on risk identification and risk management for the programme
9. Secure funding and approval to deliver projects from any and all necessary bodies. Ensure appropriate claims and project monitoring information is provided in a timely manner.
10. Lead and coordinate the procurement process including preparation of key documentation and evaluation of bids.
11. Procure external consultancy support as required to support the capital programme. This may be in the areas of project/programme management, technical, finance, legal, education or consultation work. Manage and co-ordinate the activities of external consultants appointed to support the programme/project.
12. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
13. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
14. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
15. Manage a customer focused service and the effective use of resources.
16. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
17. Support effective working relationships and act as an ambassador and advocate with external organisations.

18. To be responsible for supporting the delivery of the projects and programme objectives that will contribute to the achievements of Council Strategies.
19. To deputise for the Head of Capital Delivery as appropriate.
20. To provide leadership and management the project team on a daily basis to achieve high performance and effective operational delivery, be responsible for managing allocated resources and ensuring project delivery.
21. To manage project budgets and ensure that the Council's financial management and reporting protocols are adhered to.
22. To pro-actively facilitate agreement and approval of project scope, goals, deliverables and benefits realisation plans; to define project tasks and resource requirements. To pro-actively manage risks and issues throughout the life of the project.
23. To be responsible for promoting high quality design alongside the use of current design guidance and policy frameworks. Ensure designs are sustainable in line with current guidance and policy frameworks.
24. To pro-actively manage issues and risks and collaborate to develop solutions in response to them. To control project changes in line with established protocols. To lead in compiling regular progress reports to support this.
25. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
26. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
27. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not Required
Politically Restricted	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i> <i>(Please indicate all that apply)</i>
Qualifications and Professional Membership requirements: <ul style="list-style-type: none"> Relevant professional qualification – Prince 2 Practitioner, APMP, RICS or relevant experience/other professional qualification (essential), appropriate capital project management background. 	A
Knowledge (Essential criteria): <ul style="list-style-type: none"> Evidence of relevant CPD. In depth knowledge of project management techniques, including governance, dependency management, risk management and financial management. Understanding of local government finance and experience of managing complex budgets and undertaking financial appraisals Understanding of development, and the tools available to promote and influence new development through planning, property and procurement. 	A/I A/I A/I A/I
Experience (Essential criteria): <ul style="list-style-type: none"> Track record of achievement at a management level in a similarly large and complex organisation. Experience of successfully leading and delivering large capital projects to time and to budget. Experience of working closely with the construction and development sectors, registered housing providers and key public sector agencies (including the GLA, LDA, DfE) with a view to successful delivery of major capital projects. Experience of community consultation in respect of major capital projects. Experience of PCR compliant procurement processes. 	A/I A/I A/I A/I A/I
Skills and abilities (Essential criteria): <ul style="list-style-type: none"> Manage people, performance and budgets. Leadership and management skills. Communicating and influencing skills. Good market awareness. Contribute to the longer term development of the service area. Ability to undertake project planning over the short, medium and long term, incorporating a detailed critical path, milestones and positive cash flows. 	A/I A/I A/I A/I A/I A/I

<ul style="list-style-type: none"> • Ability to lead people, performance and budgets in pursuit of the timely delivery of major regeneration projects. • Ability to be effective in working with professionals from other disciplines and brokering discussions, when required on measures that will overcome barriers to project delivery. 	<p>A/I</p> <p>A/I</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------