

Role Title	Senior Project Manager
Job Family	Economic Growth and Housing Delivery Directorate
Pay Scale	PO10
Purpose	
As a Senior Project Manager within Capital Delivery, you will lead the successful delivery of complex and high-profile development projects that support the Council's regeneration, growth and placemaking ambitions. Managing projects from inception through to completion, you will be responsible for overseeing all aspects of delivery including business case development, procurement, planning, design, stakeholder engagement, construction and handover. Working across a diverse portfolio of residential, mixed-use, education, commercial and community infrastructure schemes, you will ensure projects are delivered safely, on time, within budget and to the highest quality standards. The role requires strong leadership and relationship management skills, with responsibility for coordinating multidisciplinary project teams, consultants, contractors and key stakeholders. You will act as the Council's client representative, providing professional advice to senior leadership, elected Members and partner organisations, while managing risk, governance, financial performance and contractual obligations. As part of a high-performing Capital Delivery team, you will play a key role in delivering projects that create lasting social, economic and environmental benefits for residents and contribute to the long-term transformation of places across the borough.	
Generic Accountabilities	End Results/ Outcomes
Plan and ensure service delivery within a complex / diverse service area. Control operational activities within the service area and ensure professional standards are delivered.	The service is delivered to the quality, Council, professional and legislative standards required. Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements. Corporate strategies are effectively implemented within area of responsibility. External inspections are managed effectively. Service delivers excellent customer service.

Manage responses to complex professional or politically sensitive issues within the area of responsibility. Manage key relationships with delivery partners /providers /suppliers to commission / manage / evaluate / enhance appropriate service delivery / capacity within area of responsibility.	Expert opinion, advice, supports and interpretation is provided on all aspects of the area of responsibility, including major decisions. Major issues are managed through to a satisfactory conclusion. Feedback and complaints procedures are developed and managed. Complaints are effectively resolved. Customer outcomes are clearly understood and specified. Services / goods are delivered on time, to budget and standards agreed. Opportunities to improve delivery / capacity of provision are proactively identified and actioned. Suppliers and supply chains are resilient and adaptable to meet changing needs. Expected operational efficiencies are realised.
Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.	Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe. Strategic and operational input is provided to wider business planning and development. Progress against objectives is effectively monitored and delivered.

Ensure the development and delivery of continuous improvements in all aspects of the service.	Improvements are developed and delivered effectively. Stakeholder requirements are met.
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	The team is highly competent, effective, motivated and outcomes focussed. Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales. Effective team meetings take place to required timescales.
Identify, secure, deploy and manage the resources necessary for the professional service area to meet or exceed its objectives.	Resources including, equipment, people, and systems are utilised optimally and efficiently. Annual budget is planned, developed and delivered. Value for money is maximised. Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained.	Safeguarding standards are monitored and maintained in compliance with Council policy. Appropriate safeguarding training is provided.
Implement a risk management programme and advise on issues affecting Council service areas.	Business threatening situations are recognised, planned for and managed or escalated as appropriate. Systems and governance are in place to and respond promptly to critical events. Continuous service is provided.

Ensure the successful implementation of health and safety legislation, policies and practices.	Risks to staff and others are assessed and managed. Suitable health and safety instruction and training are provided. There is a safe working environment.
Job Specific Accountabilities:	End Results/ Outcomes
To lead the end-to-end delivery of complex capital projects from RIBA Stage 0 through to completion and handover. Projects vary from new build to refurbishments including housing, mixed-use, commercial and community infrastructures.	Complex property projects delivered on time within the set budgets and within the required standards
To manage allocated professional staff and commissioned consultants to provide the appropriate range of property-related professional services and to procure the design and construction elements of construction related services for property projects	Projects resourced with appropriately competent teams on programme Agreed procurement strategies to deliver the programme of projects on time, cost and quality
Lead procurement activities in accordance with the Council's Contract Procedure Rules and Public Contract Regulations. Act as Employer's Agent, Contract Administrator or Client Representative if applicable and where appropriate.	Excellent project and clienting of direct delivery and developer-led delivery.
Oversee project budgets and commercial performance, ensuring effective cost management, value for money and alignment with approved funding and investment objectives.	Commissioned projects approved by the council and capable of delivery within agreed parameters with financial risks being managed effectively.
Build and maintain productive relationships with elected Members, senior officers, development partners, statutory agencies and community stakeholders, ensuring projects reflect both strategic priorities and local needs.	Member, chief officer, and community support for any proposed project is clear and demonstrable
Identify, manage and mitigate project risks and issues, developing solutions to complex challenges while maintaining delivery momentum. Prepare and present high-quality reports, business cases and briefing papers for senior leadership, boards, committees and Cabinet decision-making.	Demonstrate clear, effective reporting and action planning to manage complex projects to stipulated targets and mitigate risks

Provide professional advice to senior officers, elected members and project teams. Promote collaborative working and continuous improvement across the Capital Delivery service.	Leading effective Boards and reporting for senior leadership team.
Champion continuous improvement, sharing best practice and supporting the development of project management capability across the Capital Delivery team.	Lessons learnt from previous projects, applying best practices, sharing experience of challenges and project successes.

Nature of Contacts

Senior managers, directors, head teachers, elected members and equivalent level external contacts, key stakeholder's partners and providers.

To provide expert advice, guidance and support on highly complex and / or sensitive service and development issues.

Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position.

Procedural Context

Manage highly complex / high risk issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service.

Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council.

Occasionally the post will be expected to work from other locations.

Key Facts and Figures

Enable others to understand changes and developments in relevant area and learn new processes / procedures.

Responsible for ensuring contractors / providers deliver to agreed standards.

May manage project teams of both internal staff and external contractors / consultants.

Resourcing

Budget Responsibilities:	Scheme specific budgets up to £200 million
Supervisory Responsibilities:	Determined on a project by project basis

Competency level: Senior Manager

Knowledge, Skills and Experience
Significant experience managing complex capital construction, housing, regeneration or infrastructure projects. Proven track record of delivering projects from inception through to completion. Experience managing multidisciplinary consultant teams and construction contracts. Experience of budget management and financial reporting. Experience preparing reports for senior leadership and governance boards. Experience managing project risks, procurement and stakeholder engagement.
Construction and project management methodologies. Local authority governance and decision-making processes. Procurement legislation and contract management. Capital programme management and financial control. Development viability and funding mechanisms.
Degree or equivalent professional qualification in Project Management, Construction, Surveying, Architecture, Engineering or a related discipline.