

JOB DESCRIPTION

Job Title:	Programme Manager (Capital Projects) – FTC 2 years		
Directorate:	Delivery	Salary:	£70,438 - £76,820 + London Weighting £689
Section:	Property	Grade:	BG-A SCP 61 - 67
Location:	Time Square	Work Style:	Flexible (minimum 2 days p/w in the office)

Key Objectives of the role

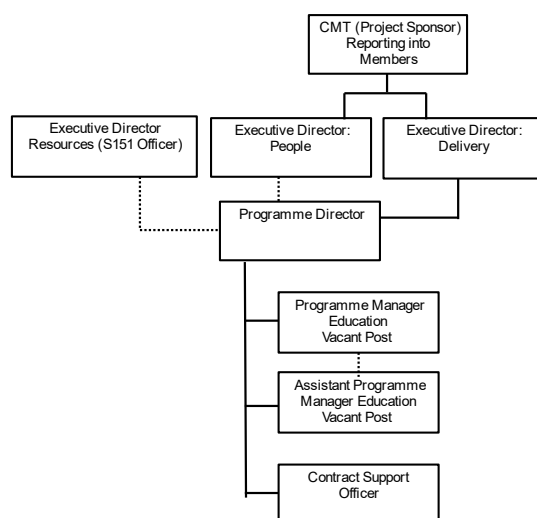
To assist in the delivery of the £45m Education Capital Programme (ECP). Ensuring that the programme delivers the SRP (specialist resourced provisions) and SEMH (Social, Emotional and Mental Health) buildings, detailed in the Safety Valve programme. Plus, all school's property related matters for the council, including procuring, purchasing, managing and disposing of the council's physical property assets within the scope of the programme.

To assist with strategic asset management planning with, and in relation to the programme with the Department of Education (DfE), HM Treasury, DLUHC (Department for Levelling Up, Housing and Communities). Working with strategic landowners, property stakeholders, and local school Academies to achieve the objective.

To support on the Education Capital Programme, including the building of a new school, the remodelling of a number of school sites and delivering the council's repairs and maintenance programme on the educational estate, thereby delivering on the council's decarbonisation programme in school buildings.

To support the strategic advisor on education property matters for the Executive, Executive Members, Corporate Management Team, Executive Director and other strategic partners in relation to the programme.

Designation of post and position within departmental structure



Daily and monthly responsibilities

The management and preparation of all business cases associated with funding the School's Programme, engaging, supporting managing key contributors.

Assist with the development of the Schools Specific Brief to align with stakeholders' requirements and that of any funding agreement (DfE).

Manage the relationships with key stakeholders and funding authorities (DfE).

Prepare for delivery of the Schools Programme, identify any risks, challenges and make recommendations.

Develop and manage the Schools Programme, regularly preparing high light reports including budgets and report progress to Councils CMT and elected Members.

In the absence of the Programme Director, to be the delegated manager for cost centres and budgets up to a value of £45m.

Identification of all key stakeholders, (within the Council and partners) associated with the school's programme and develop an appropriate (digital/face to face) environment to encourage, knowledge share, collaboration and engagement to maximise all opportunities the school's capital programme provides.

Development and management of a schools specific Programme Board for the Council. Clear roles and responsibilities identified for all board members, including levels of decision making and approvals.

Liaising with all key stakeholders around issues of funding and business case requirements.

Engage with partners in the development of any school feasibilities, to test viability prior to going to the market and in support of any additional or targeted funding.

Management of Programme/Project Boards including Scrutiny Panels and internal/external Audit procedures.

Assist with presentations on the Schools Programme to CMT and the Executive, and to the wider schools' stakeholders on visioning and progress of school's programme.

Lead client role, management of school specific requirements within the budget and educational vision.

In line with the Councils guidelines, initiate and manage the procurement of design and construction services for the Schools Programme through any agreed framework or open competition.

Engagement and management of external Consultants in support of the Schools Programme.

Active contribution to the Change Management Programme associated with the development of the new schools and revenue efficiencies.

Management of finances of the construction projects in collaboration with external consultants and in-house property services and Technical Advisor teams.

Achieving financial closure on all schools within the programme.

Handover of new schools and monitoring of design and use performance against key targets in the business case.

Lead and share experiences and best practice in the delivery of the New Schools Programme to other Councils.

Active Contributor to local Constructing Excellence Forums to share best practice with the construction and design team framework members.

Scope of role

To be the Programme Manager on all school's estate property-related matters, from the outset to initial development, scheme implementation, commissioning and handover.

Assist on the development and implementation of:

- All Saints Warfield Project
- Crowthorne (Buckler's Park) Project
- Edgbarrow School Project
- Sandhurst School Project
- Annual Schools Capital programme **(Over the 3-years of the programme)**

The post will require a wide range of influencing strategies and approaches, you will be able to lead and collaborate with board level stakeholders, central government departments and their executive agencies, contractors and other suppliers, voluntary sector organisations and the school's community. In addition, managing technical, specialist and legal advisors.

Developing a collaborative approach to programme and project management. Building trusting relationships between colleagues within the directorate and across the Council to ensure the successful delivery of the programme.

Supporting the development of a commercial culture within the Council, in respect of the programme. To ensure that the value of the Council's investment in the school's estate deliver both financial (i.e., cost) and non-financial (i.e., social value and sustainability).

Relevant professional qualifications and membership of the MCIOB/MRICS/RIBA.

Experience as a senior manager in a service organisation providing excellent, responsive services to customers and communities in a constantly changing landscape.

Experience in managing key strategic stakeholder relationships and skilled in forming and leading significant partnership projects.

Lead and manage large scale projects on time (values ranging from £5m - £35m) to specification and within budget.

Able to understand and lead change and transformation in a large complex organisation.

Senior leadership experience in public services and contract management in a large, complex organisation.

Knowledge and experience of strategic risk and assurance management systems.

Possession of a high level of interpersonal skills, both written and oral.

Ability to think strategically and to formulate and implement complex strategies.

Experience of working and managing effectively within a political environment, taking account of the roles of Members and their relationship with officers and advising senior politicians directly.

Commitment to fair treatment and equality, recognition and respect of individual needs and differences.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and Qualifications	<p>Relevant degree level qualification, such as a BSc in building construction.</p> <p>Professional management qualification eg; MRICS, MCIOB or RIBA.</p>	<p>Project management qualification (MAPM)</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Proven experience of major School capital programme management and budgets in excess of £10m with the ability to lead and manage multiple projects with the key focus on delivery and quality.</p> <p>Proven relationship management skills at all levels including Executive Directors, Assistant Directors and Executive Members.</p> <p>Proven ability to challenge and manage external contractors and clients.</p> <p>Proven ability to lead and manage a number of multi-disciplinary design teams. To ensure the successful delivery of capital projects and planned maintenance programmes, which are critical to the Council's delivery of its strategic objectives.</p> <p>Proven experience and understanding of project programme management methodologies and technology, of managing large and complex projects including external partner contracts.</p> <p>Strong understanding of contract law and procurement procedures of high value contracts.</p> <p>Ability to produce clear concise reports for senior managers/boards.</p> <p>Sound and logical thinker with proven innovative approach to problem solving, to overcome challenging situations and unexpected developments</p> <p>Ability to chair meetings and inspire confidence among a wide range of service users.</p> <p>Extensive knowledge of Health & Safety legislation, including CDM and Asbestos Regs.</p> <p>Oral communication skills to hold a contrary view in a meeting and explain technical issues to both Councillor and senior officers, where knowledge may be limited.</p>	<p>Knowledge of Asset Management</p> <p>Commitment to transformational change.</p> <p>Asset Management skills</p>

	Intermediate level PC skills, including knowledge of Word, Excel, CAD and MS Project.
	Understanding of and commitment to the requirements of safeguarding children, young people and vulnerable adults.
	Manage, supervise and appraise identified staff, to include guidance and training. To make decisions on the recruitment and allocation of staff resources, including client professional services consultants where appointed.
	Knowledge of procurement regulations.
Work-related	Developed leadership and coaching skills
Personal	
Requirements	Physically able to travel to inspect school buildings and construction sites
	Commitment to always observing the Council's Equality & Diversity policy and procedures.
	Flexibility to work and lead a team from home or in the office as required
	Accuracy and attention to detail
Other Work	A satisfactory enhanced Disclosure and Barring Service check.
Requirements	The post holder must hold a full UK driving licence
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.
	We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

