WELWYN HATFIELD

Role Profile

This section provides key information relating to the role

Job Title:	Project Manager (Planned Works)		
Post No:	RP0030	**Grade:**	L
Team:	Investment Programme Delivery	**Location:**	Campus East
Responsible to:	Service Manager (Investment Programme Delivery)		
Responsible for:	Assigned colleagues including: Building Surveyors Trainee Surveyor Team Coordinator		

Overall job purpose:

To develop and deliver the Council's housing capital, planned and major works programmes ensuring they meet the Council's Corporate and Strategic Asset Management objectives and customers' expectations along with Decent Homes Standard and legislative requirements.

Manage the planned programme, investment, refurbishment, and adaptation of the Council's Housing & Commercial stock.

Support the planning, funding and budget management of programmes and the planning, programming and delivery of the planned investment programme for the Council's portfolio including social housing, commercial property and leaseholder housing.

Develop, implement and monitor effective client-side management arrangements including appropriate contracts/SLAs with external contractors which ensure the delivery of high quality, Value for Money services.

Provide management, strong leadership, and guidance to motivate staff to deliver the highest quality service and performance targets.

Help identify future needs and create solutions to help meet these needs in relation to asset investment, works programming, resident expectations, and financial viability.

Manage assigned programmes and budgets to ensure they are delivered on time within available budgets and meet customers' expectations.

Key areas of focus:

1.	Effectively project manage the delivery of planned works and cyclical programmes along with an aids and adaptations service across the Council's housing and commercial asset base, within budget and in accordance with agreed design and

	technical briefs, financial regulations, and programme timetable. Coordinating & managing a team of internal and external staff, consultants, stakeholders, contractors, and resources to successfully deliver the programmes.
2.	Assist in the development and ongoing evolution of a 5-, 10- and 30-year detailed investment programme to support efficient and effective delivery of works.
3.	Ensure that through the delivery of investment programmes, ongoing maintenance and aids and adaptations all assets meet the Council's Corporate and Strategic Asset Management objectives and customers' expectations along with Decent Homes Standard and legislative requirements.
4.	Manage significant revenue & capital budgets and resources, ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates value for money and compliance with the Council's policies and guidelines.
5.	Deliver a focused, co-ordinated, and prioritised approach to delivering asset investment and improvement and rationalisation.
6.	Implement a comprehensive range of effective performance management measures and ensure these are produced to the agreed standard, and at the agreed intervals, to promote continuous improvement in the development of the services provided.
7.	Promote effective communications, excellence in customer services and focus on continuous service improvement in all aspects of programme delivery.
8.	Participate in the delivery of effective consultation, empowerment and working with colleagues, tenants, leaseholders, and other stakeholders ensuring they shape the service that is delivered.
9.	Ensure consultation with leaseholders, ensuring all Section 20 statutory requirements are met and that there is a quality advice and support service provided on planned programmes.
10.	Provide advice, guidance and support the team in translating the Council's strategic objectives related to capital investment in property and building related activities into coherent initiatives that will deliver their intended outcomes for the Council.
11.	Maintain and develop relevant Policies and Procedures and ensure they are effectively implemented.
12.	Keep up to date with best practice and changes in legislation, regulations etc to enhance service development and encourage appropriate innovation to improve services to residents
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
• Professional / technical qualification in a relevant discipline or experience of working in a similar role. • Educated to degree level and / or Membership of a relevant professional discipline (CIOB, RICS etc) • Project Management	x x	 x 	AP AP
• Formal management qualification. • Experience of working within social housing. • Knowledge of JCT, NEC, contracts including partnering contracts and PPC TPC versions. • Previous management experience in a maintenance environment. • Knowledge of safeguarding policies and procedures.	 x x x 	x x	AP AP/AS/IN AS/IN AP/AS/IN IN
Knowledge			
• Understanding of statutory regulations relating to construction / buildings. • Broad understanding of different forms of building contract. • Awareness and evidence of good practice of Health & Safety legislation in relation to housing maintenance and the construction industry • Experience of asset management databases	x x x x	 	AS/IN AS/IN AS/IN IN IN
Skills and abilities			
• Good financial management skills. Able to maintain effective monitoring procedures and controls to ensure the effective use of financial resources. • Excellent project management skills	x x	 	AP/AS AS/IN
• IT literate. Competent to at least Intermediate level in use of Word, Excel, Project and Outlook.	x		AS
• Excellent presentation skills. • Project management skills • Line management skills	x x x		IN
Other attributes			
• Ability to work under pressure and meet deadlines.	x		AS

• Able to set clear objectives and identify better ways of working, resource planning and managing change effectively.	x		IN
• Ability to lead, motivate, performance manage and develop the team.	x		IN
• Full driving license and access to a car	x		AP

Assessment Criteria: (AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.