



Role Profile

Job Title: Project Manager Towns Fund delivery Carriage Works	Role Profile Number: OPH80
Grade: R Salary: £36,411 to £48,639	Date Prepared: 22/10/21
Directorate/Group: Property Assets team	Reporting to: Carriage Works Programme Manager
Structure Chart attached:	Yes

Job Purpose

To provide client side project management skills to support the successful delivery of the phase 3 of the Carriage Works Regeneration programme, ensuring all Towns fund criteria are met and reporting is provided to MCLHG on time and to the required format.

To provide a full range of project management skills, including reporting to senior management and central government departments via agreed reporting routes. To procure the correct professional services, surveys, products and works contracts to deliver the £5.5m regeneration of phase 3 of the Carriage works estate.

To be part of the wider Property Assets Carriage Works regeneration programme to ensuring that all systems and processes are maintained and developed to meet the performance needs of the service.

The programme of regeneration deals with large corporate organisations and academic establishments, that visit the site to view the development. The daily working environment for all staff therefore requires a professional friendly and tactful approach.

Key Accountabilities

Project Management / construction facing:

To be central to the professional team required to deliver this £5m+ project within the Carriage Works programme of works. To include:

- Providing regular updates to internal stakeholders regarding the internal service needs to deliver the works. This may include, but not be limited to: Business planning and resourcing requirements, Planning and listed buildings, building control, environmental team, landscaping, procurement, legal, finance, education and skills teams

- Ensuring urgent matters are referred to appropriate staff/officers
- Chair and minute meetings as necessary. Ensure that minutes are circulated to the correct team members, even if being led by an external consultant
- Work with the professional team to design an appropriate end product to meet the end tenant needs
- Work with main contractors to check that any changes to design through site discovery complies with submitted tender information and Project Team and funding partners requirements
- Monitor works on site, construction issues and update project Team as necessary
- Issue a financial report on the project on a monthly basis, indicating financial status and anticipated out-turn cost
- Assess requests for Extension of Time, agree where appropriate and advise Project Team
- Carry out a snagging inspection on completion of the facilities to ensure the project is complete, the product is to a high standard and that the Project Team including end tenant and funding partners are satisfied
- Undertake performance testing of the completed facilities in accordance with the specification.
- Agree the issue of a Practical Completion Certificate and schedule of outstanding works/defects as appropriate.
- Authorise release % of the retention on practical completion of the project and retain the remaining % retention money for defects period
- Oversee remediation of defects identified at Practical Completion and ensure that they are completed in a timely manner
- Oversee completion of outstanding works, and issue Valuation Certificates as appropriate
- Undertake performance testing of the facilities following Practical Completion. Maintain ongoing relationship with incumbent tenants
- Able to travel to meetings

Project Management / Professional Team co-ordination:

- Advise on the need and implications of obtaining statutory consents and consult with the local planning authority regarding applications and discharge of any conditions imposed
- Work with the Project Team to determine if surveys need to be commissioned to enable design

Procurement skills:

- Procure an appropriately skilled professional services team to deliver design responsibilities.
- Procure any additional services and or surveys agreed with the professional team required to successfully complete the delivery of the regeneration

Funding skills:

Undertake financial tasks, to include:

- Work to identify future funding options to deliver further phases of the programme of works
- Report on funded deliverables and financials to funding bodies

Regulatory Services:

- Work with planning, conservation, building control officers via the planning pre-app and planning processes to detail design to ensure its suitability for the site

- Ensure any environmental, licencing or other regulatory services are engaged with the programme of works as required

Health and Safety:

Supporting the Carriage Works team with any health and safety related matters. To include:

- Work with the professional team including CDMC principal consultant to Co-ordinate design work, planning and other preparation for construction where relevant to health and safety
- Ensure client side Health and Safety compliance for Construction and asset management responsibilities are met
- Ensure appropriately qualified professionals in place to ensure compliance and reporting to HSE is achieved within required timescales for works
- Work with professional team and applicant on the suitability of the initial construction phase plan and the arrangements made to ensure that welfare facilities are on site from the start
- Via the team CDMC ensure on-site inspections of Contractors Health & Safety Management are carried out regularly and provide a report to be issued to the Applicant/Client to assist the client in their duty to ensure health and safety management and suitable welfare is provided, (client responsibilities in construction phase)
- Ensure the CDMC issues the main contractor with a Draft H&S File to be completed by them and issued back to the Principle Designer for H&S review
- Ensure H&S review of O&M manuals issued for completeness and then issue to the property team for ongoing management and maintenance of the building. To also pass on to agreed end tenant of premises for operational purposes

General Office Duties:

To respond flexibly to the wider Carriage Works and property Team, providing cover across SBC offices as and when required, and assisting in the development of all systems/procedures operating within the Carriage Works Team

Supplementary Accountabilities

- To support on the wider Heritage Action Zone programme of works as required.
- To report up any project or programme improvement options and identify projects that would support the overall delivery of the Councils Vision, Priorities and Pledges.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Good listening, oral and literacy skills
- Ability to organise own time and work to deadlines
- Record keeping, information retrieval and dissemination of data and documentation
- Ability to demonstrate a willingness to attend appropriate training and development
- Have good interpersonal skills

- Developing and maintaining contacts with internal teams and outside agencies
- Evidence of relevant personal and professional development
- Evidence of working in an environment where experiences included taking the initiative and self-motivation
- Evidence of working in a pressurized construction environment and meeting tight deadlines
- Evidence of working in a client side project management role

Qualifications

- Undergraduate Degree level qualification in construction based subject
- Good IT skills to ITQ2 or equivalent
- Prince 2 foundation
- Desirable: Prince 2 practitioner
- Desirable: Masters level qualification in construction or related subject

Decision Making

- Requirement to resolve problems
- Requirement to manage competing demands and work priorities
- Requires the ability to undertake a range of tasks involving the application of readily understood procedures, with knowledge and experience gained either through formal qualifications or training in the workplace
- Requires the ability to identify gaps in process or procedure to make systems more effective and efficient

Creativity and Innovation

- Working in this role requires the ability to think on your feet and manage varied stakeholder expectations both internal and external rapidly
- To develop the Carriage Works to be a thriving, innovative and positive business hub in a prime town centre location
- To support website and other marketing activities to develop the Carriage Works reach to potential future tenants

Contacts and Relationships

- Regular meetings and coordination with wider Carriage Works regeneration team including Phase 2 works
- Working with facilities management team to ensure any building maintenance is managed and continued throughout the build programme
- Working with Property assets team to provide information relating to Carriage Works wider site as required
- Dealing with contractors to complete works required on site

- Regulatory Service – maintain positive relationships with planning, listed buildings, Building control, landscaping, parking, highways, environment and licencing teams etc.
- Be able to appreciate complex practical, technical and commercial issues and to work constructively with a broad range of stakeholders; leading professional teams that are either local to you or distributed across multiple sites

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	