

# Job Description and Person Specification

**Role:** Project Manager



## Job Description

<b>Job Title</b>	Project Manager
<b>Grade</b>	8
<b>Service</b>	Property Delivery Team
<b>Reports to</b>	Education Capital Strategy Manager
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	D2183D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### **Purpose of the role**

To assist in providing an efficient and effective project management service, which gives reliability of delivery of projects; value for money; and is responsive to clients' and users' needs.

To manage, monitor and control allocated projects, acting as the client's representative to ensure compliance with brief, budget and timescale.

To co-ordinate and direct external consultant project teams to successfully deliver projects.

## Main Duties & Key Accountabilities

### **Core Knowledge**

As a member of the Project Delivery Team:

- Advise the client on project structure, strategy and procurement, including option appraisal. feasibility; design quality; safety; sustainability; cost and programme.
- Obtain the client's brief of requirements, ensuring its completeness and adequacy, and make details available to all members of the Project Team.
- Be responsible for managing the delivery of projects of significant value operating within the approved budgets.
- Ensure that projects are completed on time; within budget; at the appropriate quality; and in accordance with the Council's requirements and expectations.
- In accordance with the City Council's Standing Orders and approved procedures, obtain proposals from consultants for the delivery of professional services; make recommendations; and co-ordinate the formal appointment process.
- Prepare and maintain a programme for delivery of the project and review at key stages.
- Ensure compliance with statutory regulations, codes of practice, procurement legislation and Council policies and procedures, insofar as they apply to allocated projects.

- Ensure that professional consultants are fully briefed on the key objectives of the project and operate within a fully determined scope of services.
- Act as the focal point and 'driver' for the projects allocated.
- Advise the client on reaching approval of design proposals and cost plans at key stages of the project.
- Ensure that statutory approvals are obtained in due time.
- Advise the Council and client of any foreseeable risks associated with a project.
- Agree a list of prospective tenderers, issue tender documents prepared by the appointed consultants, receive construction tenders and co-ordinate the appointment of contractors.
- Ensure that regular liaison, co-ordination, and progress meetings are held with the key stakeholders, consultants and contractors.
- Report to stakeholders on projects at agreed intervals including progress against programme, costs, cash flows and cost effect of approved variations to the project.
- In conjunction with the client, regularly review predicted project costs and cash flow against authorisations and support the client in any consequential formal Council reporting.
- Monitor the performance of consultants and contractors and provide reports for assessment for future projects.
- Support clients in obtaining rectification of defects.
- Ensure that record drawings, as fixed drawings, Health and Safety files, and operation and maintenance manuals are delivered to the client upon completion of the project.
- Co-ordinate a project completion review and report and identify areas for improvement.
- Liaise with, support, advise and assist other members of the Project Management Team to assist the continuous improvement of the Project Management service.
- Advise and assist the Manager - Project Management in developing methods, techniques and procedures to advance and improve the Project Management service.

- Undertake training and development to support new initiatives and approaches.
- Advise and assist the Manager - Project Management in researching and developing new approaches to project procurement and implementation to advance the 'Rethinking Construction' agenda.
- Represent the Project Management team at corporate and external meetings and forums.
- Carry out such other duties as may reasonably be required or assigned by the Manager - Project Management.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Schools Academy Trusts DfE Contractors Housing Developers	HR Finance Legal Corporate Property Major Projects

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

N/A

## Person specification

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<b>Knowledge</b>	
Have an understanding of external funding regimes and processes.	
An understanding of Local Authority Procurement Processes and Standing Orders.	
An understanding of equal opportunity issues.	
Awareness of the 'Rethinking Construction' agenda and other current issues facing the construction industry.	
Knowledge of current construction contracts and procurement approaches, including 'Project Partnering'.	
Some knowledge of 'value management' and 'risk management' techniques would be an advantage.	
<b>Skills and Abilities</b>	
Good written and oral communication skills.	
Ability to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public.	
Ability to understand and advise on trends affecting the construction and property markets.	
An ability to maintain high standards in pressure situations.	
Effective leadership, management and interpersonal skills.	
Ability to manage complex projects to time, to budget and to a high quality.	
Ability to work as an integral member of a team.	
Be well versed in the use of IT and be able to utilise a wide variety of software packages such as Microsoft Office, MS Project, Powerproject, Prince II.	
<b>Experience</b>	
Extensive contract administration experience.	
Demonstrate experience of managing and co-ordinating a wide range and large number of projects and working to tight deadlines.	
Experience of working in a multi-disciplinary environment, preferably for a local government organisation, or alternatively an organisation with a diverse property portfolio.	
Experience and proven evidence of having delivered large and/or complex projects on time and cost and achieving high standards.	



<b>Qualifications</b>
Educated to degree standard or able to demonstrate substantial equivalent experience in a relevant discipline and have at least five years' post qualification experience of managing large and/or complex building projects.
Preferably a fully qualified member of a professional organisation eg. RIBA, RICS, APM. etc.
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	December 2023
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