



Coventry City Council

Job Description

Job Title:	Project Manager	Job Number:	D2183D
		Post Number:	
Service:	Project Delivery	Grade:	8
Location:	One Friargate		

Job Purpose:

1. 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.
2. To manage, monitor and control allocated projects, acting as the client's representative to ensure compliance with brief, budget and timescale.
3. To co-ordinate and direct external consultant project teams to successfully deliver projects.

Main Duties and Responsibilities:

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 varying 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 Rules for Contracts 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.
- Report to stakeholders on projects at agreed intervals including progress against programme, costs, cash flows and cost effect of approved variations to the project.
- Monitor the performance of consultants and contractors and provide reports for assessment for future projects.
- Co-ordinate project completion reviews and report and identify areas for improvement.
- Liaise with, support, advise and assist other members of the Project Delivery Team to assist the continuous improvement of the Project Management service.
- Advise and assist the Head of Project Delivery in developing methods, techniques and procedures to advance and improve the Project Management service.
- Advise and assist the Head of Project Delivery in researching and developing new approaches to project procurement and implementation.
- Represent the Project Delivery team at corporate and external meetings and forums.
- Carry out such other duties as may reasonably be required or assigned by the Head of Project Delivery.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Project Delivery Manager

Date Reviewed: July 2020

Updated: October 2019



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Detailed understanding of external funding regimes and processes.
	<ul style="list-style-type: none">• Detailed and working understanding of Local Authority Procurement Processes and Standing Orders.
	<ul style="list-style-type: none">• Understanding of equal opportunity issues.
	<ul style="list-style-type: none">• Knowledge of current construction contracts, including JCT; NEC etc. and current procurement approaches
	<ul style="list-style-type: none">• Working knowledge of value and risk management techniques
	<ul style="list-style-type: none">• Detailed and working knowledge of a range of project management techniques.

Skills and Abilities:	<ul style="list-style-type: none">• Good written and oral communication skills.
	<ul style="list-style-type: none">• Ability to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public.
	<ul style="list-style-type: none">• Ability to understand and advise on trends affecting the construction and property markets.
	<ul style="list-style-type: none">• An ability to maintain high standards in pressure situations.
	<ul style="list-style-type: none">• Effective leadership, management and interpersonal skills.
	<ul style="list-style-type: none">• Ability to manage building projects to time, to budget and to a high quality.
	<ul style="list-style-type: none">• Ability to work as an integral member of a team.
	<ul style="list-style-type: none">• 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, etc.

Experience:	<ul style="list-style-type: none">• Extensive contract administration and project management experience.
	<ul style="list-style-type: none">• Demonstrate experience of managing and co-ordinating a wide range and large number of building projects and working to tight deadlines.
	<ul style="list-style-type: none">• Experience of working in a multi-disciplinary environment, eg. a local government organisation, or alternatively an organisation advising on or managing a diverse property portfolio.



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	<ul style="list-style-type: none"> • Extensive / working experience of client-side project management representing a progressive organisation in a time of austerity; detailed experience of value engineering and delivery best value for money
Educational:	<ul style="list-style-type: none"> • Educated to degree standard or able to demonstrate substantial equivalent experience in a relevant discipline and have at least three years' post qualification experience of managing building projects. • Preferably a fully qualified member of a professional organisation eg. RIBA, RICS, APM. etc.
Special Requirements:	<ul style="list-style-type: none"> • Evidence of structured continuing professional development, as well as IT, management and organisational ability. • Willingness to attend meetings, etc. outside normal working hours.

Date Reviewed: July 2020

Updated: October 2019