



Coventry City Council

Job Description

Post:	Project Manager	Job Number:	D2183D
Service:	Property Delivery Team	Post Number:	DKBAA 012/013
Location:	Friargate	Grade:	Grade 8

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.

Job Purpose:

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 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 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.

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 Workforce Diversity and Inclusion Policy.

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

Responsible for: Not applicable

Responsible to: Project Delivery Manager

Reviewed:

Updated: October 2022



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Person Specification

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Service:	Property Delivery Team	Post Number:	DKBAA012/013
Location:	Friargate	Grade:	Grade 8

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Have an understanding of external funding regimes and processes
	<ul style="list-style-type: none"> • An understanding of Local Authority Procurement Processes and Standing Orders.
	<ul style="list-style-type: none"> • An understanding of equal opportunity issues.
	<ul style="list-style-type: none"> • Awareness of the 'Rethinking Construction' agenda and other current issues facing the construction industry.
	<ul style="list-style-type: none"> • Knowledge of current construction contracts and procurement approaches, including 'Project Partnering'.
	<ul style="list-style-type: none"> • Some knowledge of 'value management' and 'risk management' techniques would be an advantage.

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 complex 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, Prince II.

Experience:	<ul style="list-style-type: none"> • Extensive contract administration experience.
	<ul style="list-style-type: none"> • Demonstrate experience of managing and co-ordinating a wide range and large number of projects and working to tight deadlines.
	<ul style="list-style-type: none"> • Experience of working in a multi-disciplinary environment, preferably for a local government organisation, or alternatively an organisation with a diverse property portfolio.
	<ul style="list-style-type: none"> • Experience and proven evidence of having delivered large and/or complex projects on time and cost and achieving high standards.



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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 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.
Special Requirements:	<ul style="list-style-type: none"> • Evidence of structured continuing professional development, as well as IT, management and organisational ability.
	<ul style="list-style-type: none"> • Willingness to attend some meetings, etc. outside normal working hours.

Date Reviewed: 01 July 2005

Updated: 24 June 2015