

# Job Description and Person Specification

## Principle Project Manager

Job Details	
Grade	8
Service	Commercial Property Management
Location	One Friargate
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Under the direction of the Head of Commercial Property Management, to be the accountable and lead officer for the delivery of high level project management and professional support services including technical advice to ensure the implementation of the vision, objectives and policies of the City Council critically supporting and leading development and management of the strategic and operational management of the Councils commercial and operational property assets and services.</p>

## Key Responsibilities and Accountabilities

1. To be the lead officer and accountable person for the successful delivery of a number of operationally critical Property and Facilities Management projects within set budgetary constraints and time-scales delivering the best use of resources and/or financial savings.
2. To be lead officer on the devising implementing and continuing delivery of a procurement system aimed at providing value for money, and providing professional and technical support services for the commercial and operational property estate to ensure that legal compliance is maintained and comprehensive records, maintenance plans and inspection programmes are in place for repair and maintenance, fire risk assessment, dilapidations etc.
3. To be accountable and be lead officer on ensuring procurement activities in the property team are always in accordance with City Council framework agreements and standing orders.
4. To lead on the management and monitoring of the performance of City Council approved and framework suppliers and contractors who carry out all property related work on the City Councils commercial property portfolio to ensure value for money and the delivery of target financial savings.
5. To be lead officer on the devising and implementing of a comprehensive City Council Building Access policy within the provisions of the Equality Act 2010 and other related legislation.
6. To be accountable and lead officer for the security of all commercial and operational property in the estate and devising, and maintaining suitable and sufficient & effective arrangements with internal and external suppliers to protect the property assets of the Council and to ensure legal and insurance compliance.
7. To lead on the setting up, maintenance and delivery of suitable and sufficient property key holding and also alarm emergency response arrangements for all property assets in the Councils estate.
8. To be lead officer and be accountable for all health & safety management arrangements for employees in the City Councils Property Teams including lone working, work related stress, incident investigation and ensuring all generic and specific risk assessments and safe systems of work are completed to a high standard in line with current legislation.
9. To lead on the devising of the Divisions Health and Safety Action Plan ensuring that all operational safety targets are met with regular reports for submission to the City Councils Joint Safety Forum and other formal safety committees attended by Senior Management and Trade Unions.
10. To be lead project manager in devising delivering and project managing critical Facilities Management service improvement initiative's including outsourcing of services, operational efficiency savings as directed by the Head of FM.

11. To represent the Division as directed by the Director and Heads of Service at Corporate and Directorate H & S and other senior management groups and meetings as required leading on responses and producing reports of a high professional standard.
  12. To be lead officer in ensuring that policy compliance, implementation, development and review activity across the whole Division is co-ordinated and aligns with the required cycle so that outcomes are timely and effective and corporate initiatives and systems are delivered.
- Any other duties and responsibilities within the range of the salary grade.

#### Key Relationships

External:		Internal:	Strategic Lead and Heads of Division along with other relevant Officers within area.
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#### 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.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

#### Responsible for

N/A

#### Person Specification

##### Requirements

Knowledge	Extensive knowledge of Health & Safety Legislation and its practical application in the workplace and commercial property management.
Knowledge	Excellent knowledge of project management principles and practice along with property management statutory compliance.
Knowledge	Excellent knowledge of procurement and commissioning process and procedures.
Skills And Ability	Excellent planning and organizational skills with a high level of interpersonal skills.
Skills And Ability	Able to plan, prioritise and organise workloads ensuring high standard of performance and high levels of service.
Skills And Ability	High level of competence in use of ICT software to produce high quality reports and present at a high level.
Experience	Substantial experience in project management or property related technical support role requiring the production of high level property & FM technical reports.
Experience	Extensive experience in managing health & safety in the field of property management including producing action plans and reports.
Experience	Experience of procurement processes and project property management environment.
Qualification	Professional qualification in administration related discipline such as the Institute of Chartered Secretaries and Administrators (ICSA) or similar qualification or able to demonstrate adequate experience in this field.  Professional qualification in health and safety to a high level such as a Neobosh Diploma.
Special Requirements	N/A

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? N/A			
<a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

<b>Declaration</b>			
Reviewed/Created By:	Charles Andrews		
Job Title:	Head of Commercial Property Management	Date:	29/07/2025