



Coventry City Council

## Job Description

<b>Post:</b>	Principal Project Manager	<b>Job Number:</b>	L263OD
<b>Service:</b>	Project Delivery	<b>Post Number:</b>	
<b>Location:</b>	Friargate	<b>Grade:</b>	9

### 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:

1. To provide an efficient and effective management and project management service for the delivery of predominantly capital projects and programmes as required.
2. To assist the Head of Project Delivery in managing, monitoring and controlling (where appropriate) the City Council's interface with project partners and stakeholders
3. To successfully co-ordinate, manage and direct project teams comprising both internal officers and external consultants so that the City Council's interests are protected in a range of projects.

### Main Duties and Responsibilities:

As a senior manager of the Project Delivery Team

- Lead and advise on project structures, strategy and procurement, including option appraisal, feasibility, design quality, safety, sustainability, risk management, cost and programme issues.
- Develop terms of reference and briefs of City Council requirements, ensuring completeness and adequacy and make details available to all members of the Project Team.
- Ensure that projects are completed on time, within budget, at the appropriate quality, and in accordance with the Council's requirements and expectations.
- Take responsibility for project and programme budgets, reviewing and reporting on estimated and actual spend against programme.
- In conjunction with the Head of Project Delivery prepare and maintain a programme of projects for delivery and review at key stages.
- Be responsible for managing and updating projects risk registers and advise the Council and client of any foreseeable risks associated with a project as they arise.
- Ensure that professional consultants are fully briefed on the key objectives of projects,

and operate within a fully determined scope of services.

- Act as the focal point and "driver" for projects.
- Ensure that statutory approvals are obtained in due time.
- Ensure that at all times appropriate procurement routes are followed to abide by legislation and achieve the desired outcome. Both individually and alongside appointed consultants issue tender documents, receive and evaluate construction tenders, make recommendations of appointment and co-ordinate the appointment of agreed consultants and contractors.
- Ensure that regular liaison, co-ordination and progress meetings are held with the project partners, key stakeholders, consultants and developer.
- Report to the City Council, at agreed intervals, the progress against programme, costs, cash flows and cost effectiveness of approved variations to the project.
- In conjunction with the Head of Project Delivery, regularly review predicted income targets, project costs and cash flows against authorisations and support the Head of Project Delivery, in any consequential formal Council reporting.
- Monitor the performance of consultants and provide reports for assessment for future projects.
- Ensure that all pertinent contractual and procedural records, records of meetings etc are kept in an accurate electronic filing system.
- Co-ordinate project completion reviews and report and identify areas for improvement.
- Lead, motivate and guide team members to contribute to effective individual and collaborative work that achieves service objectives through informal contact, one to ones, mentoring and appraisals.
- Advise and assist the Project Delivery Team in developing methods, techniques and procedures to advance and improve the Project Delivery Team's service and income generation possibilities.
- Undertake training and development to support new initiatives and approaches.
- Represent the Head of Project Delivery 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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:** Project Managers in Project Delivery Team

**Responsible to:** Head of Project Delivery

**Date Reviewed:** July 2018

**Updated:** 12 August 2022



Coventry City Council

## Person Specification

<b>Post:</b>	Principal Project Manager	<b>Job Number:</b>	L263OD
<b>Service:</b>	Project Delivery	<b>Post Number:</b>	1003671
<b>Location:</b>	Friargate	<b>Grade:</b>	9

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A comprehensive understanding of the principles of Project management, strategy and implementation</li></ul>
	<ul style="list-style-type: none"><li>• A detailed and in-depth understanding of budgetary control systems</li></ul>
	<ul style="list-style-type: none"><li>• A detailed and thorough understanding of equal opportunity issues</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge and understanding of industry standard contracts associated with construction</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of the current issues facing the construction industry</li></ul>
	<ul style="list-style-type: none"><li>• Have a detailed and thorough understanding and working knowledge of Procurement regulations and approaches including Public Contract regulations</li></ul>
	<ul style="list-style-type: none"><li>• Detailed knowledge of value management and risk management techniques would be an advantage</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Excellent written and oral communication skills</li></ul>
	<ul style="list-style-type: none"><li>• Able to lead and manage a team, demonstrating effective leadership, management and interpersonal skills</li></ul>
	<ul style="list-style-type: none"><li>• Able to write clear and concise reports and present findings to a variety of audiences, including elected Members and the general public.</li></ul>
	<ul style="list-style-type: none"><li>• Able to understand and advise on trends affecting the construction and property markets</li></ul>
	<ul style="list-style-type: none"><li>• Ability to effectively manage the team to ensure they are working to the best of their ability and to instigate appropriate action to support where performance is lacking</li></ul>
	<ul style="list-style-type: none"><li>• Able to maintain high standards in pressure situations and demonstrate resilience</li></ul>
	<ul style="list-style-type: none"><li>• Able to manage complex projects to time, budget and a high quality</li></ul>
	<ul style="list-style-type: none"><li>• Ability to income generate through efficient delivery of service</li></ul>
	<ul style="list-style-type: none"><li>• Able to work as an integral member of a team with an eye to client focused service delivery</li></ul>
	<ul style="list-style-type: none"><li>• Well versed in the use of IT and able to utilise a wide variety of software packages such as Microsoft Office, MS Project</li></ul>

	<ul style="list-style-type: none"> <li>• A thorough understanding of project management methodologies and ability to apply such as Prince 2, APM, Waterfall</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Substantial experience of managing and delivering major and multiple programmes and projects</li> <li>• Substantial contract administration experience</li> <li>• Well-developed experience of working in a multi-disciplinary environment, preferably for a local government organisation, or alternatively an organisation with a diverse property portfolio or a regeneration related service</li> <li>• Working with diverse stakeholders and multiple customers</li> <li>• Experience and proven evidence of having delivered large and/or complex projects on time and cost and achieving high standards</li> <li>• Making funding bids and writing business cases to secure funding from a variety of sources including dealing with Government, Europe and other funding agencies</li> <li>• Managing and leading a team</li> <li>• Managing own workload and that of the wider team to ensure appropriate resourcing</li> <li>• Managing contracts for the use of public funds and the Accountable Body function</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Educated to a degree standard or able to demonstrate substantial equivalent experience in a relevant discipline and have proven experience of managing large and/or complex projects</li> <li>• Preferably a fully qualified member of a professional organisation e.g. RIBA, RICS, APM, CIOB etc</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Evidence of structured continuing professional development, as well as IT, management and organisational ability</li> </ul>
	<ul style="list-style-type: none"> <li>• Willingness to attend some meetings, etc outside normal working hours</li> </ul>

**Date Reviewed:** July 2018

**Updated:** August 2022