

Designation:	Mobilisation Project Manager
Grade:	Stroud 8
Hours:	Flexible (In line with project demand)
Location:	Stroud District
Job Purpose:	To take a leading role in the demobilisation of the existing Repairs and Maintenance service and lead on appointed projects for the insourcing of the new service including development of key service standard documents
Responsible to:	Head of Contract Services
Responsible for:	Technical and Support Staff within the responsible area of operation

KEY DUTIES

- Oversee appointed staff and resources in the delivery of the Service 2020 project
- Lead the development and implementation of the demobilisation plans for existing services
- Develop comprehensive project plans to be shared with stakeholders
- Monitoring overall progress and use of resources, initiating corrective action where necessary
- Maintaining an awareness of potential interdependencies with other projects and their impact
- Managing project risks, including the development of contingency plans
- Arranging and leading on regular team and project meetings
- Keeping up to date with any policy and legislation changes which may effect project delivery
- Undertaking site checks to monitor progress against agreed targets
- Dealing with matters arising from stakeholders such as environmental and local community issues
- Develop contacts with senior staff, directors, and other influential staff within each project during the implementation phase
- To maintain budgetary control over the responsive maintenance service including agreeing budgets and authorising invoices and payments on final accounts
- Ensure service standards are maintained throughout the period of transition
- Assimilate financial, technical, investment and assurance information and use for decision making
- Develop clear preventive measures and a mechanism to resolve conflict, which could delay project objectives
- Preparing any follow-on action recommendations

SKILLS AND KNOWLEDGE

- Minimum HNC or Degree qualification in a building services, construction, or related field
- Fully conversant with current EU Procurement Directives, UK procurement legislation and the Council's Procurement procedures
- Ability to work unsupervised and manage workloads and deadlines for a number of tasks simultaneously
- Remain calm under pressure
- Have a broad range of project management skills and have an understanding of agile working practices
- Effectively develop solutions with minimal or no supervision
- Must be able to perform effectively within tight time-scales, keep within strict budgets and create a positive client environment
- Have undertaken similar projects previously
- Experienced in construction procurement contracts (particularly JCT) and administering projects
- Good understanding of construction technology, sufficient to carry out quality inspections and produce reports
- Excellent client-facing communication skills
- Develop mechanisms and systems to promote joint working
- Fully IT Literate

COMPLEXITY AND CREATIVITY

Required to exercise discretion in a range of areas where advice is not normally available and where policy, procedures and working standards provide only general guidelines

JUDGEMENT AND DECISIONS

- An ability to make considered and effective decisions, come to reasoned conclusions
- Understand situations, and form objective opinions especially in matters that affect action
- Performs duties with little direction given, operating from established directions and instructions within defined guidance
- Able to understand other organisations and where the Council will see a clear value for money return

- Examining various reports, invoices, records, and statistical data highlighting to the post holders' and line manager anything where further investigation may be required or a decision needs to be made
- Work is carried out within defined rules and procedures involving decisions chosen from a range of established protocols, but may on occasion require challenge and imaginative thinking not limited by defined policies

CONTACTS

Members of the Council, members and staff of other local authorities/partner agencies suppliers and contractors members of the public, tenants and leaseholders

RESOURCES

Responsible for the proper use and safekeeping of IT, surveying, communication, personal safety, and high cost materials

TRAVEL DESIGNATION

HMRC milage rates will apply

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.