

Designation:	Project Manager
Grade:	Stroud 6
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To successfully manage the delivery of new build, regeneration and sheltered modernisation projects delivered through the New Homes and Regeneration Team.
Responsible to:	New Homes & Regeneration Manager
Responsible for:	Light supervisory responsibility to Business Support Officer

KEY DUTIES

- Be accountable and responsible for the successful project delivery, ensuring that projects are delivered through strong leadership, within budget constraints and controls, and against quality standards set by Stroud District Council and wider industry standards.
- Appraise the financial viability of schemes and manage the financial implications of projects ensuring that they represent best value for the Council and residents of the District.
- Consult and agree with all stakeholders the layout, design, mix of tenures and units on projects, procuring all necessary surveys and securing planning permission.
- Prepare and present reports to members for approval.
- Submit bids to Homes England for capital grant funding as required.
- Be responsible for the effective procurement of contracts and services in line with Stroud's procurement rules to ensure that value for money, high levels of customer satisfaction and service delivery are achieved.
- Adopt a strong project and contract management approach to the delivery of development, regeneration and modernisation projects to deliver on time and within budget to a good quality standard and with an emphasis on performance and risk management.
- Able to think innovatively and develop imaginative solutions in potentially contentious situations on site.
- Manage the consultants across each individual project.
- Be accountable for project forecasting, progress monitoring, cost and contract management.
- Provide a high level of customer service to all internal and external customers paying particular regard to the needs of residents whilst working in occupied properties.
- Consult with stakeholders, partners and developers by setting the internal and external communication and consultation strategy for each individual project at an early stage.
- Contribute as an effective and collaborative member of the new homes and regeneration team and the wider property services team.

- Be responsible for ensuring that all standing orders, financial regulations and policies & procedures are complied with.
- Ensure projects comply with the Homes England capital funding guide, right to buy receipts requirements and any other funding requirements and audit requirements as required.

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent
- Experience of managing budget/expenditure and of accounting procedures.
- Understanding of the development process.
- Strong Project Management skills.
- Good written and verbal communication skills.
- Understanding of administrative processes and systems.
- IT Literate, including use of MS Office and financial appraisal software.
- Ability to prioritise work and work to deadlines.
- Ability to demonstrate a professional and courteous manner with colleagues and customers.
- Experience in dealing with confidential or sensitive issues discreetly.
- Can actively contribute and participate in team meetings/discussions.
- Appreciates the demands on team colleagues and willingly provides them with support.
- Ability to work on own initiative, with effective time management, and as part of a wider team.
- Ability to undertake work concerning more involved tasks confined to one function or area of activity, which requires a good standard of practical knowledge and skills in that area of activity.

COMPLEXITY AND CREATIVITY

- Ability to balance commercial realism with public sector objectives.
- Broad ability to balance issues, analyse options and deliver results.
- Able to devise and implement monitoring systems for all areas within the service.
- Able to offer creative and alternative solutions to help address problems in the team.
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Issues and problems will be varied and different to reflect the customer diversity.

JUDGEMENT AND DECISIONS

- The job is a key post in supporting one of the key corporate priorities of delivering more affordable homes. The exercising of excellent judgement skills that take into account the health and safety, legal and risk issues that apply, will be required at all times as you also follow legislation, policy, procedures and working standards.

- Work is carried out within defined rules or procedures but decisions may need to be taken, particularly whilst on site, that require you to use your own judgement to deliver value for money for the Council taking into account long term management and maintenance needs as well as initial capital costs.

CONTACTS

- Members of the Council.
- Officers of the Council at all levels.
- Members of staff.
- Tenants including older tenants, their relatives and carers.
- Suppliers and contractors.
- Members of the public.

A significant part of the role will involve regular meetings with contractors, consultants at pre contract and site meetings and with residents, their families and support workers where works are due to take place and neighbours adjoining the development sites. Representing the Council in potentially confrontational and contentious situations and having the authority to make decisions when faced with the facts presented in those meetings.

RESOURCES

Responsibility for managing budgets.

TRAVEL DESIGNATION

HMRC mileage rates will apply for any mileage conducted on Council business.

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To spend a large proportion of the time off site attending site meetings and monitoring work on site.
- 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 work with colleagues across the organisation as required in support of organisational goals.
- 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.
- To undertake any other reasonable duties.

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.