

Property Projects Manager

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Job Description

Job Title Property Projects Manager

Location Civic Offices

Grade/Salary Range RG9b SCP 45-48

Service/Directorate Property Services Team
Directorate of Economic Growth & Neighbourhood Services (DEGNS)

Job Purpose

1. To lead and manage the Property Projects Team - including
 - a. Driving and delivering a full professional and technical project management service to all client directorates and external bodies, from inception to handover and use of all new build, refurbishments, improvements, and maintenance projects.
 - b. To lead on providing technical advice on all building compliance related issues, including condition surveys, managing asbestos and fire risk.
2. To support the service in the development, appraisal, and implementation of innovative solutions to facilitate the supply and improved performance-in-use of our properties.

Designation of Post and Position within Departmental Structure

1. Responsible to: Strategic Property Services Manager.
2. Deputise for the Strategic Property Services Manager.
3. Level 3 health and safety responsibility.
4. Provide a comprehensive professional and technical service in respect of the Council's property portfolio.
5. Responsible for 3 Building Surveyors and 1 Clerk of Works

Main Duties and Responsibilities

1. Effectively manage the performance of four member of the Property Projects Team as well as lead cross departmental working project teams across a wide spectrum of Council services.
2. Lead on the project management of multiple and complex capital projects through the RIBA Plan of works, overseeing appointment of contractors, construction and the completion/handover of agreed projects outputs.
3. To manage property improvement schemes, proactively managing risk, resources and stakeholder relationships and ensuring achievement of project objectives.

4. To lead on commercial, technical, and contractual knowledge on capital projects, representing the Council to all parties involved in helping to champion and drive forward capital projects.
5. To contribute to the development of the Property Services Strategy, Planning Policy, and other related strategies.
6. To ensure the production and storage of project documentation to ensure timely and accurate reports for Project Boards, Council's Policy Committees, Member Briefings and other relevant committees as required for approval, instruction and decisions. Production of reports, returns and applications to government departments, funders, and other external agencies, in conjunction with senior management as appropriate.
7. To lead the development of funding applications to Government departments and other sources, and where required, develop systems to demonstrate effective use of grant monies received from Government departments or other sources.
8. To ensure effective management of team budgets and resources.
9. To ensure that the Council's responsibilities in relation to Health & Safety are met, throughout the whole project life cycle, to ensure compliance of all building related regulations, particularly legionella, fire and asbestos management.
10. Using InTend to undertake procurement of works and services, preparing technical specifications and tender packs, evaluating and commissioning work to successful bidders.
11. Lead on ensuring compliance with the Construction Design and Management (CDM) Regulations acting as client agent, Designer and Principal Designer.
12. Assist Emergency Planning officer where there is a requirement due to severe weather, civil emergency, etc.

Scope of Job (Budgetary/Resource Control/Impact)

1. Responsible for all budgets relating to the contracts being managed for the service or any other client department that has engaged our services.
2. Delegated responsibility for financial management with client approval.
3. Contract cost control including issue of instructions and valuations.
4. Preparation of estimates of programme projects and other works as required.
5. Negotiation of tender prices with contractors.
6. Input into bids for Government Funding.
7. Authorised signatory for signing of orders and invoices.
8. Project management of multiple and complex contracts valued from £1,000 to over £3m.

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post Basic

What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)

N/A

Is this post “politically restricted”?

YES

Responsibility for Health & Safety:

LEVEL 3

Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified

Responsible for project specific risk management, including advising clients of their responsibility under CDM Regs.

Preparation or procurement of first stage safety plans/Pre-Construction Information documents.

Auditing contractor’s safety plans and site inspection of safety during works.

Feeding into the Projects Team plan and advising the Property Services Team Manager of work-related health and safety issues as they arise.

Undertake project and work-related risk assessments, ensuring suitable processes and procedures are put in place and that risks are removed or mitigated.

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above

N/A

Person Specification

Qualifications/Education/Training

1. Degree in Building Surveying, or HNC in Construction together with relevant demonstrable work experience within the construction industry.

Experience

1. Significant post qualification experience including at a senior level as well as supervising staff.
2. Proven experience of securing external funding for projects (such as Lottery Fund).
3. Experience of preparing and presenting high quality reports, briefing notes and complex data.
4. Demonstrable managerial level experience in construction.
5. Demonstrable management experience of leading, directing and supervising a team of people.
6. Demonstrable experience of managing resources and budgets.
7. Demonstrable knowledge and understanding of legislation relevant to this post e.g. Health & Safety at Work, Construction Design & Management Regulations, Party Wall Act, Building Regulations, Planning etc.
8. Demonstrable understanding of the principles of Risk Management.
9. Experience of problem solving and prioritising work in a pressurised work environment.
10. Experience of corporate processes in Local Government.
11. Proven experience of construction project management processes including the supervision and management of contractors and consultants.
12. Experience of procurement and tendering works.
13. Proven experience of applying sustainable and renewable technologies to construction projects.
14. Working knowledge/understanding of construction Industry activities.

Skills, Abilities & Competencies

1. Excellent communication skills at all levels including liaison with Project Officers, building managers, tenants, Councillors, senior management and external bodies.
2. Well organised with the ability to plan and prioritise workload and meet deadlines.
3. Manage complex/multi discipline projects and achieve good fiscal management.
4. High degree of IT literacy with the ability to use a variety of software programmes and applications, including AutoCAD.
5. Able to prepare and present reports, including committee reports.
6. Able to co-ordinate works to ensure that work programmes are carried out to agreed deadlines and with minimum disruption to the Organisation's service delivery.
7. Able to demonstrate analytical skills that can be carried through to quality decisions and/or recommendations.
8. Able to negotiate and achieve effective and measurable outcomes.
9. Able to problem solve with a high degree of creativity.
10. Able to lead, motivate, empower, and develop staff.
11. Able to demonstrate positive attitude to change and flexibility.
12. Decisive and assertive with the ability to be diplomatic.
13. Personal integrity, adaptability, and resilience.

Specific Working Requirements

1. Hours - 37 hours per week however some out of hours attendance may be required.
2. Demonstrate a commitment to Reading Borough Council's Equal Opportunity Policy and Sustainability objectives.
3. Hold a full and valid UK driving licence.
4. To exercise discretion in dealing with sensitive issues.
5. Requirement to wear PPE when on site.

Team Reading Leadership and Management Behaviour Framework

In addition to the qualifications, experience etc above, you will also be expected to role-model the Team Reading values through your behaviour with peers, employees, customers and partners, and set a great example to others on a day-to-day basis by doing so. This is explained further in our Leadership and Management Behaviour Framework below.

TEAM Reading

The Team Reading values aim to create a more engaged and motivated workforce who take pride in what they are doing and have faith in and support those around them. Great leadership and management behaviour is at the heart of achieving this. We are committed to ensuring that our leaders and managers behave in a way that inspires, motivates and supports employees, creating better working relationships, greater collaboration and an organisation which provides excellent services to the people of Reading.

Central to this framework are our Team Reading values



T.... works together as one Team

The Council's leaders and managers will champion and inspire a culture which ensures that all employees across the organisation work together to provide excellent outcomes for Reading residents

How we expect our managers to behave
<ul style="list-style-type: none">To work collaboratively with colleagues, customers and partners to build effective relationships and networks to achieve common goals and excellent services for Reading residents.
<ul style="list-style-type: none">To lead by example, be visible, open and honest and effectively communicate the vision and values of the Council whilst seeking the opinion of others through meaningful, two-way communication.
<ul style="list-style-type: none">To inspire others by being enthusiastic and positive; recognising, promoting, celebrating and rewarding innovation and success by engaging with and supporting employees to meet the Council's objectives.

E.... drives Efficiency

The Council's leaders and managers will create an environment in which resources are used efficiently and employees' skills are developed and used effectively

How we expect our managers to behave

<ul style="list-style-type: none"> To continuously review performance to ensure resources (e.g. staff, money and equipment) are allocated in a fair and consistent manner, deploying the skills and expertise available to maximum effect.
<ul style="list-style-type: none"> To actively seek out best practice and encourage opportunities to improve efficiency and outcomes for Reading residents through the use of new technology and income generating activity.
<ul style="list-style-type: none"> To take active responsibility for budget and performance management, identifying and implementing opportunities for creating savings and efficiencies and delivering value for money.

A.... is Ambitious

Our leaders and managers will be ambitious, aspiring to deliver excellence and inspire and support others to reach their potential

How we expect our managers to behave
<ul style="list-style-type: none"> To celebrate success and empower others through support and effective performance management; showing appreciation for effort and recognition for outstanding work
<ul style="list-style-type: none"> To explore and challenge ways of working with a view to achieving ongoing, continuous improvement in service delivery and outcomes for Reading residents.
<ul style="list-style-type: none"> To inspire confidence in others, encourage talent and embed a learning culture, identifying and responding to the development needs of others.

M.... Makes a difference to Reading residents

Our leaders and managers will inspire a culture in which the customer is the focus and where change is welcomed as an opportunity

How we expect our managers to behave
<ul style="list-style-type: none"> To proactively engage and consult with customers, challenge inequality, promote diversity and implement new and improved ways of working.
<ul style="list-style-type: none"> To continuously monitor service delivery, customer feedback and demand failure to improve services, whilst being sensitive to the collective and individual needs of our customers.
<ul style="list-style-type: none"> To welcome, own and manage change and to aspire towards excellence in all areas, whilst being supportive and sensitive to the needs of individuals.