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| |  | | --- | |  | | **School Estate Capital Programme Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: School Estate Capital Programme Manager  **Service Area: Estate and Asset Management**  **Directorate: Corporate and Support Services**  **Team: School Estates** | Salary Grade: M Band 4 |
| **Post Reports to: Head of Estate and Asset Management**  **Post Responsible for: Senior CSS officers** | |
| **Main Purpose of the Job:**  To provide support for the delivery of the School Estate Capital Programme - implementing new building, extension and refurbishment works.  Working closely with the in house design and technical services team to commission a range of projects on time, to budget and to a high quality standard. | |
| **Summary of responsibilities and key areas:**  You will:-   1. To deliver the implementation of a capital programme of works across the maintained school estate portfolio, including new building projects, extension and refurbishment works. 2. To act as the client for the procurement, negotiation and monitoring of performance of external multi-disciplinary consultants. 3. To advise head teachers and governing bodies, and other staff on non-academic issues relating to schools estate. 4. To advise and support schools estate occupiers in their dealings with external consultants. 5. To attend governing body meetings as required to advise and assist governors on non-academic school estate issues. 6. In conjunction with the Council’s Health and Safety team provide advice and support to schools in respect of health and safety issues with facilities. 7. To undertake budget monitoring for a range of school estates budgets. 8. Undertaking consultations and competitions to deliver new school facilities. | |
| **SPECIALIST ACTIVITY:**  The Estate and Asset Management function brings together a range of services that collectively support the Council’s estate and asset management requirements.  As an Estate and Asset Manager you will have responsibilities in relation to:   * Deliver a multi-year capital programme across a large number of school buildings. * Tight cost control to ensure that a range of construction projects are delivered by a technical commissioning team of highly skilled professionals is essential to securing the Council’s ambitious future plans. * Establishing close working relationships with colleagues and partners and acting as a point of contact for the delivery of key areas of work. * Ensuring that the income generation elements of the service achieve the annual targets for recovery of fee earning work. | |
| **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:**    **(Setting Direction)** To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across CSS and Council as a whole.  **(Setting Direction)** To contribute and be an active member of the services management team, assessing and evaluating options, providing knowledge and expertise to support the aims of the Council.  **(Setting Direction)** To comply and ensure compliance with the Council’s policies and procedures.  **(Engaging People)** To provide effective customer relationship management, resolve often complex issues and to actively seek customer feedback.  **(Engaging People)** To ensure a highly customer-focussed approach to service delivery by regularly seeking to determine the wants and needs of all customers and contributing to the development of those services accordingly.  **(Engaging People)** To work collaboratively across CSS, the Council and with external partners to promote and deliver Council objectives and maximise performance and operational efficiencies.  **(Engaging People/Delivering Results)** Manage change effectively, proactively identifying opportunities and working with colleagues in response to external drivers and ensure that CSS remains fit for purpose now and in the future.  **(Engaging People - Political awareness)** Recognise and respond to the political environment and expectations, addressing any sensitivity and taking an appropriate view of service priorities and requirements.  **(Delivering Results)** To identify and secure opportunities to generate additional resources in order to deliver improved services.  **(Delivering Results)** Support in the elimination of duplication and other inefficiencies across CSS in order to maximise the use of resources and achieve budget targets.  **(Delivering Results)** Plan and manage service or specialist areas including responsibility for complex projects, budgets, performance, staffing (including recruitment, disciplinary, health and safety, welfare), health and safety, risk, business continuity etc.  **(Delivering Results)** Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole.  **(Delivering Results)** To work flexibly within the role and support the general activities within Corporate and Support Services and the Council.  **(Delivering Results)** Contribute to issues relating to Civic Resilience and Business Continuity, including representing the Service as required during an incident. | |
| **ADDITIONAL RESPONSBILITIES**   * To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities. * To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.   To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Significant and recognised experience and expertise in a relevant capital programme environment | Essential |
| Experience of managing multiple, complex projects and/or a diverse workload, achieving objectives to time and quality | Essential |
| Experience of developing, shaping and implementing complex or large-scale strategies, practices, and interventions preferably within a political environment. | Essential |
| Experience of working with a range of internal and external stakeholders to work collaboratively, manage and implement change, working flexibly and developing innovative approaches. | Essential |
| Experience of evaluating options, assessing risk and determining appropriate actions. | Essential |
| Experience of supporting teams and individuals to maximise potential and achieve objectives. | Essential |
| Experience of effectively managing resources to achieve value for money and provide a high quality service. | Essential |
| Strong leadership and management skills with well-developed negotiating and influencing skills. | Essential |
| Excellent interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies. | Essential |
| Strong programme / project management skills. | Essential |
| Strong analytical skills with the ability to quickly establish key issues. | Essential |
| Effective oral and written communication skills with a confident presentational style | Essential |