

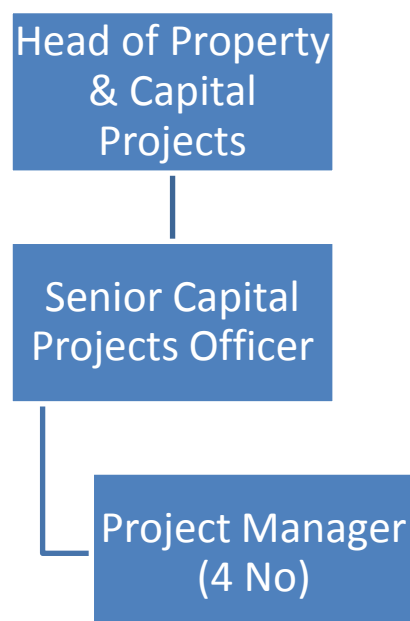
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

| | |
|---|--|
| SERVICE: | Neighbourhoods |
| SECTION: | Capital Projects & Highways Services |
| LOCATION: | Number One Riverside |
| JOB TITLE: | Project Manager |
| POST NUMBER: | PS0000000001 |
| Grade: | 9 |
| Accountable to: | Senior Capital Projects Officer - Projects |
| Accountable for: | Project management of projects and services undertaken by the Property & Highways Service. |
| Hours of Duty: | 37 hours |
| Any Special Conditions of Service: | <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> |

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Responsible for the Project Management of highways and property projects or services assigned to them.

To project lead, manage, motivate and direct the Project/Design Team(s) assigned to them, comprising both internal and external resources, to ensure delivery to cost, quality and programme in accordance with the client's expectations.

To be responsible for the delivery of all related services in a way which meets the requirements of relevant health and safety legislation and the obligations placed on the Council. To manage effective customer relationships that will retain and develop business.

To contribute towards Property & Highways Service's corporate and social responsibilities including policy, procedures and governance arrangements.

Control of Resources

Personnel

To operate as part of the Project Management team and deputise for the Senior Capital Projects Officer as required.

Financial

To financially manage the client budget allocated to the project or service and contribute to any financial reporting required from the Senior Capital Projects Officer.

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

To be responsible for the efficient and cost effective procurement, commissioning and maintenance of equipment both directly and through third party organisations.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Principal, Senior Managers and Head of Service for Highways & Capital Projects

Staff in other services within the Council.

Elected Members of the authority

Staff in partnership organisations

External

Staff in external organisations providing highways & property services to RMBC
Employees within other local authorities, public bodies and funding bodies
Members of the public and targeted communities/users

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

To lead and manage Project/Design team(s) assigned to them in delivering a safe; proactive; high quality and cost effective project or service to both internal and external customers.

Contract Administration of projects.

To assist the Senior Capital Projects Officer to achieve the business plan targets and other relevant objectives.

To establish and maintain effective working relationships with internal services and external organisations to ensure the delivery of a responsive and professional service.

To be accountable for the submission of qualitative and accurate technical and cost reports and service specifications for client approval.

To assist with the production of monthly operational reports for the Senior Management Team covering financial performance, service delivery, resources and future requirements.

To assist with the development and implementation of systems and processes to ensure the effective management of project delivery in line with agreed objectives, timescales, costs and other KPI's and SLA's.

To undertake regular reviews of all key projects within own area of responsibility and proactively engage with clients and stakeholder groups to gather feedback and deliver service improvement initiatives.

To assist with the development and implementation of continuous improvement within the team and gain the commitment of the team to deliver business excellence at all times.

To participate with recruitment within the team.

To provide support and assistance to colleagues for the management of projects for which they are responsible, including acting as temporary project manager during times of absence.

To assist with the operational support to other areas of the Project Management team and to deputise for the Principal Project Manager as required.

To attend meetings outside normal working hours e.g., council committee meetings, schools governor meetings etc.

To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Andrew Storey Date 24 March 2017

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

| | | | |
|------------------|--|----------------------|------------------------|
| Service : | Neighbourhoods | Post: | Project Manager |
| Section : | Capital Projects & Highways | Post Number : | PS0000000001 |
| Job Ref: | | Grade: | 9 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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| Criteria | | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|---|---|---|---|
| (a) Special Working Conditions | | | |
| 1 | Are you willing and able to attend evening meetings and other out of hours working as required? | E | AF, I |
| (b) Qualification and Experience | | | |
| 2 | Do you have a professional qualification appropriate to the level of this post? For example HND, Degree, and or Professional body membership? | E | AF, I Production of certificates at interview |
| 3 | Do you have post Degree or further education qualification experience? | E | AF, I |
| 4 | Do you have a qualification in Project Management, e.g. PRINCE 2? | D | AF |
| 5 | Please provide details of your experience of Project Managing property and/or highways schemes. | E | AF, I |
| 6 | Please detail your working knowledge and experience of relevant Local Authority Issues, Policies and procedures. | E | AF, I |
| (c) Skills and Knowledge | | | |
| 7 | Please detail your competence in the preparation, monitoring and control of projects in terms budget, cost, and programme. | E | AF, I |
| 8 | Please detail your competence in the Project Management of small to medium scale multi-disciplined building and/or highways projects/programmes. | E | AF, I |
| 9 | Please provide details of your ability to exercise sound judgement and decision making and ensure risk management is maintained and targets/outcomes are delivered. | E | AF, I |
| 10 | Please provide details of how you would assist with the delivery of efficiency, cost reductions and value for money. | E | AF, I |
| 11 | Please provide details of your working knowledge and experience of various forms of contracts and be able to recommend the most appropriate contract for a project. | E | AF, I |
| 12 | Please detail your competence in the preparation and delivery of professional reports. | E | AF, I |

| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|--|--------------------------------------|---|
| (d) Behaviours and Values | | |
| <p>13 Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p> | E | AF,I |
| <p>14 If applying as part of the Armed Forces Scheme. Please confirm your last long term employer was the Armed Forces.</p> | D | AF |
| <p>15 If applying as part of the Armed Forces Scheme. Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces</p> | D | AF |