

SENIOR PROJECT & CONTRACT MANAGER

Role Profile



Title	Senior Project and Contract Manager	
Grade	GRADE I	
Reference:	N73I	
Reports to:	Project and Contract Management Team Leader	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Manager	
Primary purpose of role	<p>Leadership and management of project teams to ensure the successful planning, development, execution, monitoring, and delivery of multiple complex strategic capital and other infrastructure projects for the Council</p> <p>Management of client/contractor relationships</p> <p>Management of consultant and contractor contracts for capital and infrastructure projects</p> <p>Projects delivered to time, budget and quality outcomes in line with Council priorities</p> <p>Support including (line management, coaching and mentoring) and build the professional capabilities of project teams and less senior or experienced project managers</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Ensure multiple, large scale and high risk/very high risk capital and infrastructure projects are developed and managed to the required quality, on time and within budget, effectively managing risks, issues, benefits, dependencies, stakeholders through their full life cycle with awareness of strategic context (65%) ▪ Financial management of projects including submitting business cases, grant applications and claim forms to funders and maintaining effective records for audit purposes (5%) ▪ Effective management of projects budgets monitoring projected expenditure and costs against actuals (the post holder has a 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Manage project teams on a daily basis delivering the required outcomes within the constraints agreed with the project board ▪ Projects delivered to agreed cost, time, quality despite difficult and complex nature of projects ▪ All project outputs are delivered ▪ Value for money is a key consideration throughout the delivery of projects ▪ Standard systems, policies and procedures are used effectively ▪ Projects are delivered with due regard to PCC financial regulations, contract standing orders and other legislative requirements eg CDM regulations

	<p>contributory responsibility for projects up to £10m) (5%)</p> <ul style="list-style-type: none"> ▪ Line managing, coaching mentoring, developing and supporting project managers in the organisation (10%) ▪ Briefing Members, senior Officers and stakeholders effectively with regard to the progress of strategic projects and where necessary ensuring close management and collaboration with external partners and supplier (5%) ▪ Management of specialist staff internal and external to the organisation including consultants and contractors (5%) ▪ Build and maintain client relationships with key strategic managers within the organisation to develop a pipeline of work for the team (5%) 	
Key activities	<ul style="list-style-type: none"> ▪ Manage relationships with senior managers, a range of partner organisations and stakeholders, with sometimes conflicting priorities, ensuring all parties are appropriately engaged that there is clarity over roles and responsibilities to ensure that projects deliver outputs to time and to budget (10%) ▪ Estimating and forecasting of project deliverables at outset of multiple, large scale and very high/high risk capital and infrastructure projects and continuously review to check and highlight any possible shortcomings ahead of issues arising. (5%) ▪ Develop outline and full business cases and other necessary documentation with awareness of strategic context for the multiple, large scale and very high/high risk capital and infrastructure projects – able to revise appropriately to meet changing requirements. (10%) ▪ Report progress of projects as agreed within governance arrangements in line with standards set out by Programme Boards and give project advice and recommendations as required. (25%) ▪ Within their allocated projects, manages risk, issues, dependencies, resources, budgets, benefits, stakeholders, lesson learned and other relevant areas effectively. (15%) ▪ Manage large and complex budgets of allocated projects; procure services of consultants and contractors, undertake contract management, monitoring the expenditures and costs as the projects progress. (5%) ▪ Appointment of project delivery team members, including consultants and contractors and providing management, manage relationships with external agencies to ensure projects are delivered effectively. (5%) 	

	<ul style="list-style-type: none"> Manage staff within the team, including development, mentoring and coaching, providing support and direction to these staff and others to ensure they are delivering projects effectively. (10%) Maintain an overview of less complex and lower risk projects which have been allocated to Project Managers, Architectural Technologists and Project Support Officers and other staff. (5%) Help to embed professional project and contract management practices including advising on procurement options across the Council (5%) Use the required systems and tools to undertake effective project management. (5%) Undertake other duties appropriate to grade of post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Prince 2 Foundation and Practitioner A degree or equivalent in a relevant subject (eg Surveyor, Architect, Engineer etc) or a qualification enabling eligibility of an appropriate professional institute (eg RICS, full membership of APM) Extensive working knowledge of the delivery of capital projects above £3million in value)
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> APM Project Professional Qualification (PMQ) Management of Risk Foundation & Practitioner Experience of delivering outcomes from capital & infrastructure projects and contracts
Essential experience	<ul style="list-style-type: none"> Demonstrable experience of capital project management, project appraisal, business case development, procurement, contract letting and management, feasibility studies for projects of £3m -£10m in value Demonstrable experience of managing project teams, multiple stakeholders, consultants and contractors, and client contractor relationships Senior stakeholder management - building collaborative working relationships both internal and external to the organisation. Developing and managing robust budgets and resource plans including financial risk management associated with large/complex capital and infrastructure projects Experience in managing risks, issues and opportunities and mitigating those risks. Extensive experience of strong leadership, advising, supporting and managing members of staff, project team members in effective project management. Strong resource management. Extensive experience of generating new ideas and turning them into practical improvements. Plans, organises and prioritises for self and others to ensure tight deadlines are achieved and customer expectations are met. Commercial awareness

Desirable experience	<ul style="list-style-type: none"> ▪ Working within the public sector ▪ Developing and maintaining relationships with wide range of stakeholders including elected members, consultants, contractors and outside agencies
Essential skills	<ul style="list-style-type: none"> ▪ Excellent communications skills both written and verbal. Understands technical or complex information and can translate into clear communications that are tailored for intended audiences ▪ Management of client/contractor relationships ▪ Fully competent in Microsoft Word, Excel, PowerPoint and Project to produce project plans, reports, budgets etc.
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	