

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Graduate Capital Project Manager		Director/Service/Sector: Finance/Commercial & Property Services		Office Use
Grade: Band 5		Workplace: County Hall/Area Based		JE ref: 3545
Responsible to: Senior Capital Project Manager		Date: February 2019	Lead & Man Induction:	HRMS ref:
Job Purpose: Provide a professional service and contribute to the delivery of Property Services Design Team projects linked to the management of the Council's property portfolio, having recently qualified or whilst continuing to study for a formal professional or post-graduate project management qualification.				
Resources	Staff	None		
	Finance	Responsibility for minor project budgets. Responsibility for handling payments, raising orders or processing invoices in a particular area of work. To assist in negotiation of variety transactions		
	Physical	To assist with the maintenance and use of bodies of key corporate and regulatory data. Careful use of allocated technical monitoring / sampling / surveying equipment.		
	Clients	Act as Client lead on minor capital programmes. Under supervision - elected members, committees, sub committees, working groups, services and related bodies. Shared responsibility for the development of Property Services policies and procedures and the delivery of services that have a significant impact upon service users for the general wellbeing and safety of those who use the service and the general public.		
Duties and key result areas:				
<div>1. Assist and provide support to Project Managers and designers in the delivery of a variety of Capital Programmes and projects inline with the Council's Medium Term Capital Plan.</div> <div>2. With management support, meet and effectively engage with clients and produce a detailed client brief including any specific site requirements; end user needs; grant terms and conditions; confirming amount of budget available against potential construction costs..</div> <div>3. To ensure appropriate project management systems are in place for specific capital projects.</div> <div>4. Actively contribute to the development, delivery of Property Services' Design Team projects from any directorate to ensure the workloads are allocated fairly across the team.</div> <div>5. Under supervision, oversee Capital Programmes to time, budget and brief from pre-feasibility to completion. Including agreement of any variations and advising clients of their impacts.</div> <div>6. Contribute to Performance Management of the Design Team, framework partners and other directly appointed organisations.</div> <div>7. Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures.</div> <div>8. Build an evidence base for professional development of self and future service delivery.</div> <div>9. To represent all Service Directorates at appropriate project meetings.</div> <div>10. Coordinate documentation for Principal Designer services provided by external or internal specialists in compliance with the Construction Design and Management Regulations.</div> <div>11. In conjunction with senior colleagues, contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.</div> <div>12. Account for and reconcile interim payments on construction schemes ensuring that the contract sums are not exceeded and an audit trail is maintained. Ensure payments are made in adherence with the terms of the construction contract.</div> <div>13. Monitor professional fees for schemes within the capital programme from both external consultants and NCC staff. Ensure fee claims are up-to-date and adhere to the budgets.</div> <div>14. Assist in preparation of reports and presentations for, Committees and Subcommittees and other Member and Officer Working Groups.</div> <div>15. Assist in submitting grant applications and business cases in respect of future capital programmes as appropriate.</div>				

16. Work collaboratively with colleagues, partners and other external contacts in order to promote effective partnership arrangements for the delivery of high quality services.
17. Ensure a high level of Customer Care and engagement is practised.

Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Travel to work sites, premises, area offices or training venues throughout the County, Region and nationally upon occasion.
Working patterns:	Lone working in remote areas on occasion requiring concentration and awareness to ensure own safety and that of others. Flexi-hours apply with some requirement to attend evening meetings. Also some call out arrangements may apply and/or evening/night, early morning and weekend work occasionally at short notice.
Working conditions:	Ability to undertake work in dirty, unpleasant environments and in the open in all weathers when necessary. Working in an open plan office with disruption from others.

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PERSON SPECIFICATION

Post Title: Capital Project Manager	Director/Service/Sector: Commercial & Property Services	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
A relevant degree as well as a relevant professional qualification	Relevant technical qualification.	(a)
An awareness of project management systems.	Hold a CSCS card.	(a)
Knowledge of the main operational, procedural and practical issues relating to the service.	Basic AutoCAD skills	(i)
An understanding of the key health and safety issues relating to the service.	NBS Specifier experience	(i)
An awareness of current inter/national laws, regulations, policies, procedures, and developments.	Post graduate qualification or working towards (MSc).	(i)
Demonstrates an awareness and commitment to proactive customer care and services.	Excellent knowledge of Microsoft Project.	(i)
Evidence of ongoing personal development.	A project management or other relevant vocational qualification i.e. Prince 2 Practitioner	(i)
		(i)
Experience		
Experience in a particular relevant specialist area.	Several years experience in a particular relevant specialist area.	(a)
Demonstrable delivery in a role at a similar level.	Experience in using Microsoft Office, Google and Oracle applications.	(a & i)
Managing project budgets.	Experience of working with a wide range of public and private sector organisations, e.g. - Public Protection; Schools.	(i)
Experience of dealing with capital programmes and issues.	Experience of construction or building-based project management and construction contract administration (e.g. JCT, NE3 contracts).	(i)
Experience of working in a resource management function.	Experience in designing or specifying elements of construction-based projects.	(a & i)
Experience in applying a range of relevant supervisory methods, tools and techniques.	Experience of compiling business cases, feasibility and other written reporting.	(i)
Experience of managing and successful completion of projects.	Managing construction project budgets.	(i & r)
Experience in working collaboratively with service users.	Recent and relevant supervisory experience in a relevant service.	(i & r)
Experience in engaging effectively with others and building productive partnerships.	Experience in preparing orders from contract documents and processing accounts for payments.	
Skills and competencies		
Ability to read and analyse building drawings relating to sites, buildings and construction.	Maintain an awareness of the political aspects of change, as a result of Central Government policy and its effect upon Local Government.	(i & t)
Ability to show initiative and work flexibly, independently or in a team, lead or accept leadership.	Experience of managing external organisations on a partnering basis.	(i & r)
Numerate and has sound budget management skills.	Skilled in the use of Microsoft Office including advanced use of Microsoft Excel and Microsoft Project (and or related Google applications).	(a & i)
Ability to analyse information from a range of sources and draw accurate conclusions.	Ability to prepare concise and accurate risk assessments.	
Ability and desire to support colleagues from all disciplines and levels.		
Commitment to the culture of continuous improvement and a flexible approach to service delivery.		
Effective IT skills and able to use ITC to achieve work objectives and manage information using databases.		

<p>Able to apply own initiative to overcome day-to-day operational problems in a methodical way.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps create a positive work culture in which diverse, individual contributions and perspectives are valued.</p>		
Physical, mental, emotional and environmental demands		
<p>Dexterity, coordination and sensory skills to achieve keyboard accuracy.</p> <p>Normally works from a seated position but with regular need to walk, bend or carry items.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>Need to maintain general awareness with ongoing periods of enhanced concentration.</p> <p>Ability to challenge stakeholders on key project decisions and H&S issues.</p> <p>Ability to work under pressure and meet deadlines.public/clients in dispute with the County Council.</p> <p>Some contact with public/clients in dispute/negotiation with the County Council</p>		(a & i)
Motivation		
<p>Proactive and achievement orientated.</p> <p>Conscientious with a flexible attitude to work</p> <p>Desire to build an evidence base for professional development of self and future service delivery.</p>		(a & i)
Other		
Meet the transport requirements of the post		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits