
ROLE PROFILE

The 'role profile' is the contractual element that your post has been assigned to and generically sets out in broad terms the responsibilities the post holder is expected to have

- Job title:** Capital Projects Officer
- Service Area:** Property and Asset Management
- Responsible to:** Property Manager
- Responsible for:** Not applicable
- Grade:** Professional / Technical Level C (PTC)

Generic Responsibilities

1. Provide specialist expertise in relation to the development of policy and interpretation of changing external requirements within the relevant professional discipline, taking account of service and community demands and the political priorities of the council.
2. Provide specialist advice and support both internally and externally (whilst using good judgement to avoid risk, make decisions and resolve complex issues in the interests of the council and its people).
3. Provide relevant professional and technical direction, support and training to colleagues (and guide the decisions they make).
4. Lead on and deliver the review and updating of relevant (cross council) service specific policies and procedures.
5. Represent and protect the reputation of the council both internally and externally as part of your work and advise on the formulation of associated strategy and framework.
6. Retain relevant professional membership or licence, work to its codes and participate in learning that will help you perform your role successfully and the wider team meet the standards expected.
7. Fulfil the work schedule and key performance targets set for your role and team including the management and delivery of a related caseload of work.
8. Lead on or make a significant contribution to specific project work including the associated fundraising, budget oversight, procurement and purchasing.
9. Lead a team of people to deliver a significant project (or significant part of a service) and plan the capacity, ability and work schedules accordingly.

10. Demonstrate a strong customer focus when developing both internal and external partnerships relevant to your work (and continue this standard throughout any subsequent management of contracts).
11. Take an entrepreneurial approach to your thinking, enabling you and your team to recognise opportunities for doing things more efficiently and then play a lead role in the embedding of process and performance improvement
12. Research, report and analyse performance management information to make useful recommendations for process and performance improvement (and advise management in their decision making)
13. Provide a service link to other similar professionals across the council to ensure a corporate approach is achieved.

The 'task specifics' is the non contractual element that your post has been assigned to and is a more detailed description of day to day activity which will be reviewed in line with PDR objectives and can change when priorities change.

Task Specifics

Purpose

To provide day to day support for the delivery of projects within the FHSF, TIP and LUF programmes as necessary, specifically:
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| <ol style="list-style-type: none"> 1. To organise and manage a range of projects within the Council and with partners, working with a variety of stakeholders, and to key objectives 2. To help develop and keep under constant review, implementation plans obtaining the approval of the relevant Project Boards for the same and for any significant planned changes during the process of implementation 3. To support the development, delivery and management of communications 4. To apply relevant change management processes and tools to create a strategy to support adoption of the changes required by the project or initiative 5. To support the development of plans which contribute to the effective implementation of projects within the Major Programmes on time to agreed standards; with the minimum of disruption to operational work. 6. To report regularly to the relevant Project Boards and stakeholders on project progress as appropriate bringing to them issues requiring their decisions or approval. To follow up on any decisions made to ensure their implementation. 7. To take responsibility for overall designated project & work package progress and use of resources, in particular to identify blockages to progress and facilitate their removal. 8. To Co-ordinate with other projects within the Programmes. 9. To specify the requirements for identified elements of projects within the Major Programmes, working with operational staff to ensure they will provide their required outputs. |
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10. To ensure projects and Work Packages conform to identifiable quality standards
11. To collaborate with any other staff who may be engaged on projects or work packages from time to time, assisting with the specification of assignments and ensuring the work is undertaken to appropriate timescales and identified quality standards.
12. To ensure that effective procedures are in place to report project issues, to monitor their mitigation and ensure that problems are dealt with within agreed timescales
13. To provide professional guidance to staff outside project teams who are also involved in the project, including suppliers, helping to ensure that work is undertaken to appropriate time scales, budgets and identified quality standards.
14. To support changes in culture and approach to the production, management and utilisation of information throughout the organisation.
15. To collate financial information to help manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.

Service to Customers

1. Support the design and implementation of projects by undertaking or commissioning tasks including feasibility studies, design briefs, appraisals, designs, contract drawings, fee bids, bills of quantities and costings.
2. Assist the Head of Property and Asset Management in the delivery of related policies and strategies
3. Support the administration and supervision of construction related projects, including undertaking project management and cost control and commissioning surveys, risk assessments and inspections.
4. Liaise with Programme Leads to ensure full understanding of their needs, give regular feedback and ensure that their objectives are achieved.
5. Contribute to procurement and tendering processes in accordance with Financial Regulations.
6. Prepare and/or contribute to studies, reports and estimates, using specialist IT software where appropriate.
7. Liaise with other Council services, statutory bodies, contractors, consultants and the public in order to meet all statutory and legal requirements and achieve the Council's goals and objectives.

Colleagues, Self and Partners & Nature of Contacts (Internal/External)

Contact	
Contractors	Corporate Leadership Team

Suppliers	Corporate / Wider Management Teams
Site visitors	Economic Development and Planning Teams
Funding bodies' representatives	Property Services
Health and Safety Executive	HR Service
Council Members	Finance Service
Member of Parliament	Communications team

Managing Resources (people, equipment, buildings)

Accountability

1. To take day to day operational responsibility for delivering the assigned projects within the Major Programmes.
2. To monitor project budgets in collaboration with Finance officers.
3. To deputise for the Project Sponsors, when necessary, as the primary point of contact to ensure any matters are captured and reverted for consideration, referring any contentious, sensitive issues to the relevant Corporate Director.

Procedural Context

1. Adherence to Health and Safety rules and regulations.
2. Implementation of contractual/procurement arrangements with key suppliers.
3. Adherence to policies and procedure in relation to the procurement and payment of contractors and payments for goods and services.
4. Adherence to Financial Management processes and procedures in relation to budget setting and monitoring.
5. Adherence to GDPR and legislation relating to the operation and viewing of CCTV.
6. Understanding of National and Local Civic Protocols and Procedures.

Key Facts and Figures

Support overall programmes of:
 FHSF: £29.11 m
 Town Investment Plan: £46.9m
 Levelling Up Fund – £5m

Knowledge, Experience and Skills

Knowledge

1. Educated to A Level/NVQ4
2. Qualified in, or working towards, Prince II

Experience

3. Experience of project management, planning and budgetary control
4. Experience of working in a specialist construction related discipline.
5. Experience of working in a politically sensitive environment.
6. Experience of setting and using performance measures to assess progress against objectives.
7. Experience of developing policies and procedures individually and within teams.

Skills

8. Ability to ensure the necessary attention to detail of self and employees in terms of timescales, legislative and internal/external procedural requirements.
9. Excellent written and oral skills.
10. Excellent organisational skills and ability to work under pressure to tight timetables in a demanding environment.
11. Excellent office IT skills, especially outlook, excel and Microsoft word.
12. Ability to analyse and evaluate complex information and reach sound conclusions.

Behaviours

1. Work to the Council's values
2. Be aware of the Council's safeguarding policy and how to report any concerns
3. Be aware of the Council's Health and Safety policy and committed to safe working practices
4. Ensure that similar behaviours are exhibited by contractors and challenge inappropriate behaviours identified