

Job Description

Post:	Capital Project Manager
Directorate:	Finance & Resources
Section:	Education Property
Responsible to:	Strategic Head of Education Property
Grade:	Range (PO5-PO7)

Job Purpose

The role of Capital Project Manager is key to the delivery of improvements in Hackney's schools estate, overseeing investment to maintain and/or refurbish the existing infrastructure, and deliver new pupil places where necessary.

The postholder will project manage, coordinate and oversee the development of identified projects and programmes within the Education Property Team's capital programme. The individual will be responsible for working closely with stakeholders, including (where relevant) the DfE, other Council departments (e.g. Planning, Health and Safety, Hackney Learning Trust, etc.), school leaders, and other relevant groups. The Capital Project Manager will also be required to work with technical consultant/design teams, and other organisations, to develop successful schemes on behalf of Hackney Council.

Main Duties

- To lead and manage the initial feasibility process for capital projects, to ensure the provision of deliverable outline designs and initial costs, leading to agreements with stakeholders to develop projects to completion.
- To lead on all project development issues, including chairing meetings with relevant stakeholders (e.g. Headteachers, governors) and providing the requisite reporting to all parties on matters such as progress and cost, as required.
- To be responsible for ensuring that capital budgets are managed effectively in terms of the delivery of capital projects, finance, outputs, and terms and conditions of the grant making body.

- To oversee and coordinate the work of any LBH staff delegated to work on the project(s).
- To present and report on the progress of projects to grant making organisations and project and programme boards in LBH, using either the PMO project management template, or any other reporting format required by the relevant body, to the frequency required for that project.
- To cooperate with stakeholders and consultants to ensure any capital works meet operational requirements, within the budget and timescales set for the relevant project.
- To keep all necessary records, make payments to contractors and consultants, and ensure schemes are kept within programme and budget.
- To ensure that LBH complies with all DfE (or other grant providers') terms, conditions and premises guidelines on individual projects, and reports effectively to the Council, and other stakeholders where relevant, on all aspects of the project's delivery.
- Supervise contract procurement, including contractor selection, tendering procedure, and ensure that all procurement follows recognised and endorsed Procurement guidelines (e.g. London Borough of Hackney's Standing Orders), in cooperation with Procurement colleagues. This could apply both to the selection of advisors, and of the supply chain that will ultimately deliver capital works.
- To forward plan projects and report as necessary to the Council to ensure that all procurement requirements are met; including attending and presenting at Council meetings and committees as necessary.
- To coordinate responses from all stakeholders to ensure the viability and sustainability of projects and ensure that operational management is sound and decisions are made in line with the project programme.
- To liaise with internal and external departments and consultants to ensure that all pertinent information is collated and presented to key stakeholders on time, in requisite detail, and to a high standard.
- Provide support and advice to schools and Children's Centres about their responsibilities for property management.
- To maintain updated financial monitoring information on project expenditure and report to Council on cash profiles, and expenditure trends.
- To assist, when required, in the oversight and delivery of the annual Asset Management and Lifecycle programmes.

- To undertake other reasonable duties with regards to the development of other capital projects managed by the Education Property Team.

CORPORATE ACCOUNTABILITES

Corporate Responsibilities

1. Promotes a 'one organisation' approach.
2. To promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups
3. Encouraging accountability amongst staff towards sustainability.

Service

1. Suggest new and innovative ways of delivering services that provide high quality and good value for money.
2. Consistently apply high quality service standards and levels of customer service.

People

1. Work collaboratively with teams and individuals across the Council and partners.
2. Provide clarity around expected outcomes and standards.

Finance

1. Provide accurate information on budget spend and take appropriate action to mitigate budget over/under spend.

Person Specification

POST TITLE: Capital Project Manager

GRADE: PO5 - 7

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> <i>A formal qualification in a relevant discipline, e.g. project and/or programme management, would be desirable, e.g. Prince 2, Managing Successful Programmes (MSP).</i> <i>Degree or equivalent qualification.</i> 		✓ ✓
Experience <ul style="list-style-type: none"> <i>Experience and understanding of issues relating to developing capital facilities at education or in similar multisite environments.</i> <i>Experience of project management.</i> <i>Previous experience of budget management and financial control.</i> <i>Evidenced experience of working to deadlines.</i> <i>Previous experience of working with internal and external funding partners and partnership working.</i> 	✓ ✓ ✓ ✓	
Knowledge <ul style="list-style-type: none"> <i>An understanding of and commitment to Equal Opportunities issues within the workplace.</i> <i>Ability to communicate clearly and succinctly orally or in writing.</i> <i>Demonstrate a commitment to working in teams, working with colleagues on team objectives and collaborative opportunities</i> 	✓ ✓	

	Essential	Desirable
Skills <ul style="list-style-type: none"> • <i>Good IT and office skills.</i> • <i>Able to establish clear work targets, plan effectively, and coordinate resources in order to meet requirements.</i> • <i>Develop productive working partnerships with staff, colleagues and all partners in service delivery.</i> • <i>Ensure customer satisfaction through effective service delivery.</i> 	✓ ✓ ✓ ✓	