

Job Title Project Manager (Corporate Property) Grade 10

Our Vision

An innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Strategic Property is responsible for ensuring that Staffordshire County Council has a safe, efficient, and cost effective corporate and maintained schools' estate. It develops and delivers a property strategy and asset plan for corporate properties and schools to manage the estate to suit the changing needs of a

dynamic and diverse organisation. It implements changes via acquisitions and disposals and development of council property and maintains the estate in a safe and usable state. It does all this set in a context of the larger public estate working closely with partners looking at overall service and property efficiency.

About the Role

Reporting Relationships

- **Please note this role is within the Corporate Asset team and not maintained schools**

Responsible to: Programme Delivery Manager

Responsible for:

Key Accountabilities:

1. To plan, manage and monitor a portfolio of projects ensuring they are delivered within the agreed timescales and resources and in compliance with agreed quality standards and operational procedures. Recommend or instigate actions to ensure successful project delivery or variations as necessary.
2. Monitoring and management of budgets associated with projects, which may be capital and/or revenue. Provide or procure relevant cost and resource estimates appropriate to the stage of the project.
3. Commission professional services providers for relevant project activities including construction and ensure that appropriate management of construction activities takes place.
4. Ensure project governance arrangements (including project boards / steering groups) are in place to ensure risks and mitigations are managed effectively.
5. Responsible for successful delivery of projects by /developing business cases or evaluating bids and proposals received ensuring value for money, strategic benefit and sustainability to ensure successful project delivery
6. Working effectively with project sponsors and their representatives to define project outcomes and scope, ensuring effective stakeholder management
7. Responsible for ensuring the project client's health and safety obligations are understood and carried out to limit and mitigate risks and that projects comply with relevant health and safety legislation.

This post is designated as a casual car user

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership Educated to degree level or equivalent project management qualification or experience	A
	Knowledge and Experience <ul style="list-style-type: none"> • Experience of project methodologies and planning processes and techniques • Experience in managing project budgets from inception to delivery • Property asset management related experience • Understanding of Local Government structures and services • Knowledge of current property law, planning, and other related issues • Computer literate with the ability to use a range of IT packages • Thorough understanding of the legislation and statutory framework affecting land and property in local government • Ability to provide clear balanced advice and guidance in a political environment • Significant experience of property project delivery • Knowledge and awareness of contractual terms and conditions used in construction 	A/I
	Skills <ul style="list-style-type: none"> • Good communication skills, written & oral • Effective negotiating and influencing skills • Able to work on own initiative and in a team environment. • Able to communicate with other professionals and members of the public • Ability to travel across the County and attend property sites <p>This post is designated as a casual car user</p>	A/I

If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300