Schools Programme Delivery Manager

Grade 12

**Our Vision** 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 citizens
* 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**

Supporting the Head of School Assets and Strategy, providing leadership and expertise in the planning and delivery of all aspects of education property provision, covering new build and maintenance, advising Cabinet Members and managing SCC Steering Groups, Project Boards and External Partners on all education property/ land related matters. Ensuring the Education estate remains fit for purpose for 21st century education and learning.

Provide financial and programme management expertise supporting capital finance initiatives with a focus on education to achieve the Councils objectives. Retaining a flexible and dedicated approach to property management combined with creativity and commercial acumen to add value.

Reporting Relationships

Responsible to: Head of School Assets and Strategy

**Responsible for: Finance Officer**

Key Accountabilities:

1. Deputise for the Head of School Assets and Strategy to ensure continuity of all educational and non-educational property policies, strategies, initiatives and projects are fully supported and maintained.
2. Responsible for developing, writing and maintaining educations’ Statement of Priorities to inform the authorities strategy for the allocation of capital investment in schools, and associated property including the production of business cases to support funding and investment of programmes.
3. Formulation and delivery of the Schools Capital Programme to support the outlined key priorities (responsibility for the Capital Maintenance and Basic Need allocations, S106 contributions and other capital funding), ensuring that finance is allocated and expended in accordance with Financial Regulations and demonstrates clear audit trails for accountability.
4. Support commissioning intentions providing expert advice on financial and project management matters, recommending improvements and monitoring performance of Entrust.
5. To be responsible for managing the Staffordshire Learning Infrastructure Forecast (SLIF) and Basic Need Programme to ensure that SCC can meet future demand for school places.
6. To support the Cabinet Member for Education and Commissioner for Education and Wellbeing to develop strategies to underpin portfolios of work in the Education Capital Programme.
7. Take client responsibility and Chair Project Boards (with external organisations / agencies) to manage time, risk and finance by ensuring the smooth running of projects to bring them to a successful conclusion.
8. Ensure partner organisations (i.e. Entrust, Amey, works contractors) are commissioned to deliver major projects for construction and maintenance relating to school assets acting as lead client for project delivery and effective project delivery boards are established resourced and operate effectively to provide effective project delivery.
9. Take Client responsibility as duty holder in discharging CDM 2015 Regulations to ensure that projects are completely safely without harm or injury and to protect the council from liability.
10. Deputise for the Head of School Assets and Strategy to act as Landlord for all SCC maintained schools and academies to ensure that the councils statutory accountabilities are met and help ensure safe and effective education facilities.
11. To be responsible for the development and monitoring of all financial aspects of education property spend including financing, income and project expenditure ensuring that spend meets targets to avoid penalties to the authority.
12. To support Special Education by providing technical/property expertise to ensure that the Staffordshire Accessibility Strategy is implemented, maximizing available resources and ensuring that statutory requirements are met and maintained within finance available.
13. Link SCC funding with external or third-party funding in order to maximise benefits from diminishing resources (Sport England, Football Foundation, Lottery, District Council’s).
14. To ensure the strategic direction for Education and Education property remains focused on delivering improved educational outcomes and supports our key objectives.

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** |
| **employer_small** | **Qualifications/Professional membership**   * Education to degree level and/or an appropriate Professional qualification (e.g MRICS, Chartered Manager, Association for Project Management). * Management qualification or equivalent experience in management of large property projects and associated professional services. | A  A |
| **employer_small**  **employer_small**  **employer_small**  **employer_small**  **employer_small** | **Knowledge and Experience**   * Substantial managerial experience in the delivery and management of capital building programmes within the public sectors. * Ability to provide clear balanced advice and guidance in a political environment * Experience in dealing with contractual matters and disputes * Proven experience in leadership at a strategic service level including change management. * Substantial and proven experience in leadership and management of staff and budgets. * Experience of working in complex partnership projects with voluntary and private sectors as well as governmental agencies. * Ability to think and act strategically and to translate vision to reality. * Detailed knowledge of relevant legislation, national performance standards and statutory requirements as they relate to capital buildingprogrammes. * A thorough knowledge of asset management planning, performance management related to property and the management of property information. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small**  **employer_small** | **Skills**   * Highly developed interpersonal skills including influencing and motivating. * High level of communication skills – verbal and written. * Ability to prioritise, work under pressure and meet agreed deadlines. * Ability to work with a minimum of supervision to achieve agreed outcomes. * Effective analytical skills to interpret complex issues and information to draw meaningful and relevant conclusions and make recommendations. * Organized and efficient time management skills. * Resilient with the ability to adapt and manage change. * Political and professional awareness. * Commitment to public service and multi-agency partnerships. * To be able to maintain a balanced perspective. * Able to motivate self and others. * Ability to travel around the County. | I  A/I  A/I  A  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A |

**employer_small** 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