

BOROUGH COUNCIL OF WELLINGBOROUGH

JOB DESCRIPTION

<u>DEPARTMENT:</u> Property and Projects	<u>POST NO:</u> PNP203
<u>POST TITLE:</u> Project Manager (Property)	<u>GRADE:</u> Scp 31 - 37
<u>SUMMARY STATEMENT:</u> To project manage identified property projects within the property and regeneration teams.	
<u>WORKING RELATIONSHIPS:</u> <i>Responsible to:</i> Principal Property and Project Manager <i>Responsible for:</i> Estates Officer <u>CONTACTS:</u> <i>Internal:</i> All employees of the Authority and Elected Members. <i>External:</i> Customers, partners, agencies, consultants, funders, developers and other local authorities.	
<u>SPECIAL CIRCUMSTANCES:</u> There is an occasional requirement for work to be undertaken in potentially hazardous environments such as construction sites, public highway and car parks. A casual user car allowance applies to this post. A mobile phone is issued to the post holder and must be charged and switched on whilst on duty. The post holder will be available to deliver the council's emergency plan as and when required to do so.	
<u>DETAILS OF MAIN DUTIES AND RESPONSIBILITIES</u>	
<u>DUTIES:</u> <i>Service Specific Duties</i> To undertake project management on large or priority property related projects and provide support to other members of the Property and Projects Team in relation to property matters. This includes to: <ol style="list-style-type: none">1. Project manage all elements of identified projects, including specialist consultants and contractors bringing the project in on time and budget and to the design and standards required.2. Submit bids and undertake regular monitoring, evaluation and reporting of all outputs and outcomes and on the identified projects to ensure full compliance with funding requirements3. Procure, manage and co-ordinate external consultant's inputs to the projects. Including the preparation and management of consultant briefs and contracts, monitoring expenditure and performance in line with the appropriate procurement rules.	

4. Prepare project documentation including project plans, reports, cost plans and budget monitoring. Provide reports to Senior Management Team and appropriate Committees including presentation of these reports.
5. Manage the sale of land for residential, commercial or industrial development.
6. Supervision, inspection and approval of contract work, including supervision of and liaison with contractors.
7. Interpret plans and maps as required in GIS or AutoCAD as appropriate.
8. Represent the council at external meetings, provide updates and deliver any related council approved projects.

Generic Responsibilities

9. Comply with the council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities and customer care and agreed audit actions. Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety within the borough council.
10. Undertake learning and development as agreed in probationary reviews, personal development reviews or any other such framework in order to meet service and individual targets.
11. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.

COMPLETED BY POST HOLDER (NAME) :

DATE :

AGREED BY IMMEDIATE SUPERVISOR :

DATE :