

# Community Wealth Building Directorate

## Corporate Landlord Service

### Capital Delivery Team recruitment pack:

- Principal Project Manager – Capital Delivery
- Project Managers – Capital Delivery
- Assistant Project Manager – Capital Delivery

December 2020

## Welcome to Islington Council

Thank you for your interest in joining Islington Council.

You are joining at an incredibly exciting time. If you are passionate about fairness and adept at delivering change that makes a real difference to our residents and local businesses, you couldn't be in a better place.

We are living through a time of unprecedented challenges here in Islington as we support our community through the coronavirus crisis – and look ahead to working together to support our borough's recovery. So there couldn't be a more important time to join us as we take our residents, our businesses and our communities on a new journey and shape the future of Islington.

## Join our new Capital Delivery Team

We are looking for experienced and talented capital project managers to help us deliver our Capital Programme, an essential component of our ambitious Community Wealth Building strategy. Our capital programme plays a hugely important role in reimagining and revitalising community buildings and spaces as genuine community assets. Places that help our residents and businesses take advantage of a more inclusive society.

## Be part of a new focus on Community Wealth Building

Islington Council is the 'Council of Fairness' with ambitious plans to challenge inequality and social injustice and promote strong and inclusive communities where everyone can reach their potential. However, despite some significant successes, Islington remains a borough of haves and have nots and we need a long-term strategy to tackle disadvantage and help permanently lift our residents out of poverty.

Community wealth building is about tackling economic disadvantage and inequality by sharing wealth and increasing opportunity. It does this through the creation of a sustainable and inclusive local economy, underpinned by a strong community asset base and a procurement strategy that maximises social value. We are creating a brand new Community Wealth Building Directorate, bringing together a number of key functions and partners that will help us to deliver on this long-term vision.

We're also reviewing our community assets to maximise the benefits and social value for residents and local businesses. The new capital delivery roles are vital appointments to help us drive forward the first fruits from this asset review process.



Stephen Biggs  
Programme Director  
Community Wealth Building

*"The establishment of a new Community Wealth Building Directorate is an exciting opportunity to maximise the assets, spending power, relationships and influence we have as a council to benefit our communities and support our diverse local residents, communities and businesses to thrive.*

*Redesigning and rethinking community assets and spaces so that they meet the needs of our communities can make a real and positive difference in improving quality of life and outcomes for the people we are here to serve. We want talented professionals to drive the delivery of the council's ambitious capital programme and ultimately help us tackle economic inequality and deliver a fairer place."*

## If this sounds good, we want to hear from you...

If you have knowledge and experience of capital delivery programmes and a proven track record of delivering schemes to spec, budget and on time, share our passion for fairness and assets that make a difference, and would like to be part of our ambitions around Community Wealth Building, then we want to hear from you.

Our Capital Programme will sit within a new Corporate Landlord Service, making sure we maximise the potential from our buildings and assets to benefit our communities and improve the lives and outcomes for Islington residents.

We are looking for a range of individuals, comfortable with running a portfolio of smaller sub £1m schemes, effective in managing mid-range schemes with multiple stakeholders, or with a track record of delivering major £100m+ schemes.

What's just as important are shared values. You should be passionate about buildings and spaces as community assets, and be able to shape and deliver schemes that connect physical assets with better outcomes and more opportunities for residents and local businesses. That demonstrate long lasting social value.

If this sounds interesting and exciting, then why not apply for one of the roles in our Capital Delivery Team and be part of the journey.

We are recruiting for the following four posts:

- 1x Principal Project Manager – Capital Delivery (Grade PO7, Salary £52,569 - £55,665)
- 2x Project Manager – Capital Delivery (Grade PO5, Salary £45,594 - £48,576)
- 1x Assistant Project Manager – Capital Delivery (Grade PO3, Salary £39,462 - £42,609)

**Market supplements maybe on offer for exceptional candidates**

Benefits of working for Islington Council include

- Generous annual leave
- Work pension through the Local Government Pension Scheme
- Interest-free season ticket loan
- Flexible working

Job descriptions, including grade, salary and the skills and experience required for each role are set out below and on our website at [http://jobs.islington.gov.uk/job\\_list](http://jobs.islington.gov.uk/job_list).

Applications should be made via our council website.

If you would like to have an informal discussion on any of the roles please contact:

**Jerry Dillon**, Interim Corporate Asset Strategy Programme Director

**Email:** [Jerry.Dillon@Islington.gov.uk](mailto:Jerry.Dillon@Islington.gov.uk)

**Mobile:** 07970 616367

**The deadline for applications is Friday 15 January 2021 (midnight)**

**Interviews to be held week commencing 8 February 2021 – dates to be confirmed.**

These will be virtual.

## JOB DESCRIPTION

**POST TITLE:** Principal Project Manager - Capital Delivery

**GRADE:** P07

**DEPARTMENT:** Community Wealth Building

**SECTION:** Corporate Landlord Services

**REPORTS TO:** Director of Corporate Landlord Services (or others as instructed)

**MANAGES/SUPERVISES:** Zero direct reports and supervises the workload of approx. 45 people including junior staff and multi-disciplinary consultants

### PRIMARY JOB FUNCTION

- To lead on and manage through all RIBA stages a portfolio of large-scale and complex capital delivery projects with a combined value in the region of £100m
- Manage multi-disciplinary project teams of up to 45 individuals, consisting of highly qualified professionals and other capital delivery staff. Direct the work of all external consultants and manage the performance of all project team members to drive the delivery of the council's ambitious capital delivery programme
- Carry out delegation of responsibilities and allocation of tasks for capital delivery officers supporting delivery of projects
- To drive delivery and manage performance of your capital delivery team. To set milestones and targets through scheme appraisal and monthly 121 recorded meetings with your Team Leader. To take appropriate action to ensure the project meets its objectives
- To use your extensive knowledge, skills and experience of capital schemes to drive delivery and mitigate risks to ensure projects are delivered on time and on budget and achieve value for money and meet the project milestones
- Be the principal point of contact and engage effectively with a wide range of key stakeholders using your proven communication skills, working collaboratively to successfully develop and deliver new build schemes
- Ensure projects are managed in accordance with all relevant policies, legislation and procedures and help to record lessons learned with an aim to continually improve development delivery
- Prepare reports and provide information in order to achieve all key stage approvals and various performance monitoring requirements

## DUTIES AND RESPONSIBILITIES

### Delivering the Councils Capital Delivery Programme

1. Lead on the project management of large and complex capital delivery projects, from inception to practical completion/handover, ensuring full compliance with Council and related policies and procedures and effective management of the project team
2. Carry out technical feasibility studies and financial appraisals in co-ordination with internal and external partners, ensuring full compliance with the Council policies and procedures
3. Appoint, brief and manage technical and professional consultants (in-house and external) to deliver projects/programmes and act as the lead client during the implementation periods, including the monitoring and management of consultant and contractor performance
4. To ensure good quality design and compliance by working closely with the team's technical design manager and Islington Planning Department. To represent the Project Team at Planning Committee, Design Review Panels (DRP) and Member Briefings
5. Lead on and manage effective communications and instructions to other Council departments and external partners, to ensure that all individual project targets are achieved, and ensure effective co-ordination of projects with any other works/activities taking place on estates and/or adjacent sites/properties
6. Manage projects through all gateway approvals and compliance audits, ensuring the council's policies and procedures are adhered to and all necessary key stage approvals are in place including design and financial
7. Ensure document and information management for all projects is audit ready
8. Review and authorise payment of all consultant and contractor invoices for payment, including agreed variations to contracts, and ensure full compliance with the Council's policies and procedures regarding payments and expenditure
9. To lead on the process of securing CPOs and the decanting of blocks to ensure vacant possession of development sites working effectively with Legal, external legal advocates and other key stakeholders
10. Ensure policy and regulatory requirements for mixed use development and associated enabling items are complied with
11. To mentor and support Project Managers and Assistant Project Managers in order to help develop their skills and knowledge

## **Communications and Engagement**

12. To ensure all necessary consultation and liaison with residents and resident representatives, elected politicians, other Council departments and outside agencies is undertaken and participate where necessary, so as to engender support for projects/programmes, facilitate appropriate input into the development of projects/programmes, minimise implementation delays, and to ensure full compliance with statutory requirements
13. To work with a high level of political sensitivity and discretion, representing and negotiating on behalf of the Council with other local authorities and in partnership and using own initiative to resolve conflicting interests and develop suitable proposals
14. To attend meetings, events and other activities as and when necessary including out of normal working hours. Act as chair for public meetings ensuring accurate notes are taken, action points are addressed and feedback is provided as required
15. To assist in the identification and implementation of an effective Comms strategy for capital delivery projects
16. To ensure services are appropriate to the needs of the people of Islington, particularly disadvantaged groups, in accordance with the council's Equal Opportunities Service Delivery Policy. To carry out responsibilities with due regard to the council's Equal Opportunities Employment Policy
17. To manage and comply with all Ballot and statutory requirements for demolition and large-scale capital delivery schemes, ensuring residents are consulted and understand the process

## **Financial and Performance Management**

18. Undertake financial appraisals and viability modelling on all projects
19. Manage the council's financial risk with accurate budget setting, spend forecasting and reporting across a portfolio of projects
20. Ensure all relevant expenditure is within defined and approved budgets, taking all appropriate measures to mitigate against overspends
21. Monitor and provide reports on the financial and physical progress and performance of projects/programmes, ensuring that all partners (including consultants and contractors) provide the appropriate information, including cash flows, to facilitate the management of individual and departmental budgets
22. To maintain up to date knowledge of all relevant information; including legislation, industry-wide circulars, guidance documents and funding arrangements
23. To carry out statistical monitoring, analyse information and maintain databases and spreadsheets, control information and take decisions and intervention action when required

24. Ensure developments are compliant with criteria required by specific funding streams e.g. GLA funding
25. Comply with systems for responding to complaints, Members' and Ombudsman enquiries and telephone queries, including systems for liaison with the Repairs Call Centre. Deliver a prompt, courteous and helpful response when dealing with queries from, or initiating contact with service users, their representatives or external agencies. Maintain high quality communications inside and outside of the organisation, to include formal complaints, emails, correspondence and phone conversations so as to ensure a high level of customer care and having a key role in ensuring the highest reputational standards for the Council

**ADDITIONAL:**

26. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
27. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
28. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
29. The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties
30. Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users
31. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
32. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation
33. At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy)
34. Undertake such other duties as appropriate to this post

**Post holder Declaration**

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<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

<b>Department: Community Wealth Building</b>		<b>Division: Corporate Landlord Services</b>
		<b>Unit: TBC</b>
<b>Post Title: Principal Project Manager - Capital Delivery</b>		<b>Grade: PO7</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		
		<b>A/I/T*</b>
<b>E1</b>	A Project Management qualification or other relevant Construction/Building professional qualification and demonstrable experience of working on capital delivery projects or a related field  OR  Able to demonstrate significant experience of working on capital delivery projects or related field through all RIBA stages	<b>A/I</b>
<b>E2</b>	Significant experience of supervising others within a multi-disciplinary team concerned with preparing and implementing capital delivery projects	<b>A/I</b>
<b>E3</b>	Significant experience of managing significant budgets, undertaking complex financial appraisals, and submission of bids for external funding for capital delivery projects	<b>A/I</b>
<b>E4</b>	Significant experience in undertaking consultation exercises with a range of audiences, including residents from disadvantaged groups	<b>A/I</b>
<b>E5</b>	A thorough understanding of capital delivery issues in a diverse, inner city environment	<b>A/I</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E6</b>	Able to demonstrate a sound working knowledge of planning law, requirements and process, including negotiation of Section 106 agreements	<b>A/I</b>
<b>E7</b>	Ability to establish and develop relationships with external agencies and partners who can support delivery of the Council's capital delivery programme	<b>A/I</b>
<b>E8</b>	Ability to demonstrate good working knowledge of construction or similar contracts	<b>A/I</b>
<b>E9</b>	Ability to communicate effectively, orally and in writing, with a wide range of people, including residents, elected politicians, RPs and external partners and agencies, etc.	<b>A/I</b>
<b>E10</b>	Ability to promote changes to corporate policies and procedures where	<b>A</b>

	appropriate to facilitate the delivery of capital projects and programmes	
<b>E11</b>	Ability to work under pressure, on own initiative with little supervision and as part of a team	<b>A</b>
<b>E12</b>	Ability to demonstrate excellent IT skills, including use of Microsoft Office, financial spreadsheets and appraisal systems	<b>A</b>
<b>E13</b>	Strong negotiation, influencing and problem-solving skills	<b>A</b>
<b>E14</b>	Ability to monitor and control significant and/or complex budgets, within the concepts of best value and VFM	<b>A/I</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E15</b>	Have an awareness of, and actively support, the council's 'Dignity For All' policy.	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST (Delete or amend as appropriate)</b>		
<b>E16</b>	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service (DBS)	
<b>E= Essential</b>		
<b>*Assessed by:    A= Application    I= Interview    T= Test</b>		

## JOB DESCRIPTION

**POST TITLE:** Project Manager - Capital Delivery

**GRADE:** PO5

**DEPARTMENT:** Community Wealth Building

**SECTION:** Corporate Landlord Services

**REPORTS TO:** Principle Project Manager or the Director of Corporate Landlord Services (or others as instructed)

**MANAGES/SUPERVISES:** Zero direct reports and supervises the workload of approx. 45 people including junior staff and multi-disciplinary consultants

### PRIMARY JOB FUNCTION

- To lead on and manage through all RIBA stages a portfolio of large-scale and complex capital delivery projects with a combined value in the region of £10m
- Manage multi-disciplinary project teams of up to 45 individuals, consisting of highly qualified professionals and other development delivery staff. Direct the work of all external consultants and manage the performance of all project team members to drive the delivery of the council's ambitious capital delivery programme
- To work as part of a multi-disciplinary project team under a principal project manager and team leader to deliver large capital projects
- To drive delivery and manage performance of your development team. To set milestones and targets through scheme appraisal and monthly 121 recorded meetings with your Team Leader. To take appropriate action to ensure the project meets its objectives
- To use extensive knowledge, skills and experience of capital projects to drive delivery and mitigate risks to ensure projects are delivered on time and on budget and achieve value for money and meet the project milestones
- Be the principal point of contact and engage effectively with a wide range of key stakeholders using your proven communication skills, working collaboratively to successfully develop and deliver capital projects
- To drive delivery and manage performance of a project team, including external consultants and contractors, to assist in meeting the council's capital delivery programme

- Ensure projects are managed in accordance with all relevant policies, legislation and procedures and help to record lessons learned with an aim to continually improve capital project delivery
- Prepare reports and provide information in order to achieve all key stage approvals and various performance monitoring requirements

## **DUTIES AND RESPONSIBILITIES**

### **Delivering the Councils Capital Delivery Programme**

1. Lead on the project management of large and complex capital delivery projects, from inception to practical completion/handover, ensuring full compliance with Council and related policies and procedures and effective management of the project team
2. Carry out technical feasibility studies and financial appraisals in co-ordination with internal and external partners, ensuring full compliance with the Council policies and procedures
3. Appoint, brief and manage technical and professional consultants (in-house and external) to deliver projects/programmes and act as the lead client during the implementation periods, including the monitoring and management of consultant and contractor performance
4. Using gateway approvals and compliance, including design and financial, ensure that proper approvals for expenditure are obtained before ordering/placing contracts for any services and/or works, and that the Council's policies and procedures are adhered to, ensuring that appropriate audit trails and financial controls are in place when managing projects
5. Lead on and manage effective communications and instructions to other Council departments and external partners, to ensure that all individual project targets are achieved, and ensure effective co-ordination of projects with any other works/activities taking place on or adjacent sites/properties
6. To ensure that all capital delivery project checklist actions are completed, recorded and signed off to ensure compliance with project processes and procedures
7. Ensure document and information management for all projects is audit ready
8. Review and authorise payment of all consultant and contractor invoices for payment, including agreed variations to contracts, and ensure full compliance with the Council's policies and procedures regarding payments and expenditure
9. To lead on the process of securing CPOs and the decanting of blocks to ensure vacant possession of development sites working effectively with Legal, external legal advocates and other key stakeholders

10. Ensure compliance with policy and regulatory requirements for mixed use development and associated enabling items
11. To mentor and support Assistant Project Managers in order to help develop their skills and knowledge
12. To ensure good quality design and compliance by working closely with Islington Planning Department. To represent the capital delivery project team at Planning Committee, Design Review Panels (DRP) and Member Briefings

### **Communications and Engagement**

13. To ensure that all necessary consultation and liaison with residents and resident representatives, elected politicians, other Council departments and outside agencies is undertaken and participate where necessary, so as to engender support for projects/programmes, facilitate appropriate input into the development of projects/programmes, minimise implementation delays, and to ensure full compliance with statutory requirements
14. To work with a high level of political sensitivity and discretion, representing and negotiating on behalf of the Council with other local authorities and in partnership and using own initiative to resolve conflicting interests and develop suitable proposals
15. To attend meetings, events and other activities as and when necessary including out of normal working hours. Act as chair for public meetings ensuring accurate notes are taken, action points are addressed and feedback is provided as required
16. To assist in the identification and implementation of an effective Comms strategy for capital delivery projects and programmes
17. To ensure that services are appropriate to the needs of the people of Islington, particularly disadvantaged groups, in accordance with the council's Equal Opportunities Service Delivery Policy. To carry out responsibilities with due regard to the council's Equal Opportunities Employment Policy
18. To manage and comply with all Ballot and statutory requirements for demolition and large-scale capital delivery schemes, ensuring residents are consulted and understand the process

### **Financial and Performance Management**

19. To undertake financial appraisals and viability modelling on all projects
20. Manage the council's financial risk with accurate budget setting, spend forecasting and reporting across a portfolio of projects
21. To ensure that all relevant expenditure is within defined and approved budgets, taking all appropriate measures to mitigate against overspend

22. Monitor and provide reports on the financial and physical progress and performance of projects/programmes, ensuring that all partners (including consultants and contractors) provide the appropriate information, including cash flows, to facilitate the management of individual and departmental budgets
23. To maintain up to date knowledge of all relevant information; including legislation, industry-wide circulars, guidance documents and funding arrangements
24. To carry out statistical monitoring, analyse information and maintain databases and spreadsheets, control information and take decisions and intervention action when required
25. Ensure capital delivery projects are compliant with criteria required by specific funding streams e.g. GLA funding
26. Comply with systems for responding to complaints, Members' and Ombudsman enquiries and telephone queries, including systems for liaison with the Repairs Call Centre. Deliver a prompt, courteous and helpful response when dealing with queries from, or initiating contact with service users, their representatives or external agencies. Maintain high quality communications inside and outside of the organisation, to include formal complaints, emails, correspondence and phone conversations so as to ensure a high level of customer care and having a key role in ensuring the highest reputational standards for the Council

**ADDITIONAL:**

27. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
28. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
29. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
30. The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties
31. Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users
32. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
33. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation

34. At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy)

35. Undertake such other duties as appropriate to this post

**Post holder Declaration**

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<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

<b>Department: Community Wealth Building</b>		<b>Division: Corporate Landlord Services</b>
		<b>Unit: TBC</b>
<b>Post Title: Project Manager - Capital Delivery</b>		<b>Grade: PO5</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		
	<b>A/I/T*</b>	
<b>E2</b>	A Project Management qualification or other relevant Construction/Building professional qualification in a related subject and demonstrable experience of working on capital delivery projects  OR  Able to demonstrate good experience of working on capital delivery projects or related development/construction contracts through all RIBA stages	<b>A/I</b>
<b>E2</b>	Experience of supervising others within a multi-disciplinary team concerned with preparing and implementing capital delivery projects	<b>A/I</b>
<b>E3</b>	Experience of managing significant budgets, undertaking complex financial appraisals, and submission of bids for external funding capital delivery projects	<b>A/I</b>
<b>E4</b>	Experience in undertaking consultation exercises with a range of audiences, including residents from disadvantaged groups	<b>A/I</b>
<b>E5</b>	A thorough understanding of capital delivery issues in a diverse, inner city environment	<b>A/I</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E6</b>	Able to demonstrate a sound working knowledge of planning law, requirements and process, including negotiation of Section 106 agreements	<b>A/I</b>
<b>E7</b>	Ability to establish and develop relationships with external agencies and partners who can support delivery of the Council's capital delivery programme	<b>A/I</b>
<b>E8</b>	Ability to demonstrate good working knowledge of construction or similar contracts (A/I)	<b>A/I</b>
<b>E9</b>	Ability to communicate effectively, orally and in writing, with a wide range of people, including residents, elected politicians, RPs and external partners and agencies, etc.	<b>A/I</b>
<b>E10</b>	Ability to promote changes to corporate policies and procedures where appropriate to facilitate the delivery of capital delivery projects	<b>A</b>

<b>E11</b>	Ability to work under pressure, on own initiative with little supervision and as part of a team	<b>A</b>
<b>E12</b>	Ability to demonstrate excellent IT skills, including use of Microsoft Office, financial spreadsheets and appraisal systems	<b>A</b>
<b>E13</b>	Strong negotiation, influencing and problem-solving skills	<b>A</b>
<b>E14</b>	Ability to monitor and control significant and/or complex budgets, within the concepts of best value and VFM	<b>A/I</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E15</b>	Have an awareness of, and actively support, the council's 'Dignity For All' policy.	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST (Delete or amend as appropriate)</b>		
<b>E16</b>	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service (DBS)	
<b>E= Essential</b>		
<b>*Assessed by:    A= Application    I= Interview    T= Test</b>		

## JOB DESCRIPTION

**POST TITLE:** Assistant Project Manager - Capital Delivery

**GRADE:** PO3

**DEPARTMENT:** Community Wealth Building

**SECTION:** Corporate Landlord Services

**REPORTS TO:** Project Manager or Principle Project Manager or Head of Service or Director of Corporate Landlord Services (or others as instructed)

**MANAGES/SUPERVISES:** Zero direct reports and supervises the workload of approx. 45 people

### PRIMARY JOB FUNCTION

- To lead on and manage through all RIBA stages a portfolio of capital delivery projects borough with a combined value in the region of £5m
- To work as part of a multi-disciplinary project team under a Principal or Project Manager and Team Leader to deliver large capital delivery projects throughout the borough
- Direct the work of approximately 45 external consultants and manage the performance of all project team members to drive the delivery of the council's ambitious capital programme
- Be the principal point of contact and engage effectively with a wide range of key stakeholders using your proven communication skills, working collaboratively to successfully develop and deliver capital projects
- You will ensure that all capital delivery projects Checklist actions are completed, recorded and signed off to ensure project compliance
- To use your knowledge and experience of capital projects to drive delivery and mitigate risks to ensure projects are delivered on time and on budget and achieve value for money and meet the project milestones
- To engage effectively with a wide range of key stakeholders using your proven communication skills working collaboratively to successfully develop and deliver capital projects
- Ensure projects are managed in accordance with all relevant policies, legislation and procedures

- Prepare reports in order to achieve all key stage approvals and performance monitoring requirements

## **DUTIES AND RESPONSIBILITIES**

### **Delivering the Councils Capital delivery Programme**

35. Lead on the project management of capital delivery projects from inception to practical completion/handover, ensuring full compliance with Council and related policies and procedures and effective management of the project team
36. In conjunction with the Project Manager / Principle Project Manager carry out technical feasibility studies and financial appraisals in co-ordination with internal and external partners, ensuring full compliance with the Council policies and procedures
37. In conjunction with the Capital Delivery Project Manager or Principal Project Manager appoint and brief appropriate technical and professional consultants (in-house and external) to deliver projects/programmes and act as the lead client during the implementation periods, including the monitoring of consultant and contractor performance
38. Appoint and brief appropriate technical and professional consultants (in-house and external) to deliver projects/programmes and act as the lead client during the implementation periods, including the monitoring of consultant and contractor performance
39. Ensure that proper approvals for expenditure are obtained before ordering/placing contracts for any services and/or works, and that the Council's policies and procedures are adhered to, ensuring appropriate audit trails and financial controls are place
40. To ensure good quality design and compliance by working closely with the team's technical manager and Islington Planning Department. To represent the Project Team at Planning Committee, Design Review Panels (DRP) and Member Briefings
41. Ensure the council's policies and procedures are adhered to and all necessary key stage approvals are in place including design and financial
42. Ensure effective document and information management for all projects
43. Approve and authorise payment of all consultant and contractor invoices for payment, including agreed variations to contracts, and ensure full compliance with the Council's policies and procedures regarding payments and expenditure

### **Communications and Engagement**

44. To ensure that all necessary consultation and liaison with residents and resident representatives, elected politicians, other Council departments and outside agencies is undertaken and participate where necessary, so as to engender support for projects/programmes, facilitate appropriate input into the development of projects/programmes, minimise implementation delays, and to ensure full compliance with statutory requirements
45. To work with a high level of political sensitivity and discretion, representing and negotiating on behalf of the Council
46. To attend meetings, events and other activities as and when necessary including out of normal working hours. Run and chair public meetings ensuring accurate notes are taken, action points are addressed and feedback is provided as required
47. To ensure services are appropriate to the needs of the people of Islington, particularly disadvantaged groups, in accordance with the council's Equal Opportunities Service Delivery Policy. To carry out responsibilities with due regard to the council's Equal Opportunities Employment Policy
48. To assist senior colleagues to manage and comply with all Ballot and statutory requirements for demolition and large-scale Capital delivery schemes, ensuring residents are consulted and understand the process

#### **Financial and Performance Management**

49. To ensure that all relevant expenditure is within defined budgets and achieves best value for money, and that all internal and external performance targets are monitored and met
50. Monitor and provide reports on the financial and physical progress and performance of projects/programmes, ensuring that all partners (including consultants and contractors) provide the appropriate financial information, including cash flows, to facilitate management of individual and departmental budgets
51. Comply with systems for responding to complaints, Members' and Ombudsman enquiries and telephone queries, Deliver a prompt, courteous and helpful response when dealing with queries from service users. Maintain high quality communications inside and outside of the organisation, to include formal complaints, emails, correspondence and phone conversations so as to ensure a high level of customer care and having a key role in ensuring the highest reputational standards for the Council

#### **ADDITIONAL:**

52. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
53. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager

- 54. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
- 55. The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties
- 56. Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users
- 57. Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- 58. Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation
- 59. At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy)
- 60. Undertake such other duties as appropriate to this post

**Post holder Declaration**

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<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

<b>Department: Community Wealth Building</b>		<b>Division: Corporate Landlord Services</b>
		<b>Unit: TBC</b>
<b>Post Title: Assistant Project Manager - Capital Delivery</b>		<b>Grade: PO3</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		<b>A/I*</b>
<b>E3</b>	A Project Management qualification or other relevant professional qualification in a Construction/Building related subject and demonstrable experience of working on capital delivery projects  OR  Able to demonstrate significant experience of working on capital delivery projects or related field, through all RIBA stages	<b>A/I</b>
<b>E2</b>	Experience of working collaboratively within a multi-disciplinary team preparing and implementing capital delivery projects with a demonstrable ability to act as client when required	<b>A/I</b>
<b>E3</b>	Experience of managing budgets, undertaking financial appraisals, and providing information to support the submission of bids for external funding for capital delivery projects	<b>A/I</b>
<b>E4</b>	Experience in preparing for and undertaking consultation exercises with a range of audiences, including residents from disadvantaged groups	<b>A/I</b>
<b>E5</b>	A good understanding of capital delivery project issues in a diverse, inner city environment	<b>A/I</b>

<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E6</b>	Able to demonstrate a sound working knowledge of local and national capital delivery policy, legislation and best practice guidance, project processes and risk management	<b>A/I</b>
<b>E7</b>	Ability to establish and develop relationships with internal stakeholders and external agencies and partners who can support delivery of the Council's capital delivery programme	<b>A/I</b>
<b>E8</b>	Able to demonstrate sound working knowledge of construction contracts	<b>A/I</b>
<b>E9</b>	Ability to communicate effectively, orally and in writing, with a wide range of people, including residents, elected politicians, external partners and agencies, etc.	<b>A/I</b>
<b>E10</b>	Experience of preparing and presenting reports and briefings for senior decision makers	<b>A</b>
<b>E11</b>	Ability to work under pressure, using own initiative and with minimal supervision	<b>A</b>
<b>E12</b>	Ability to demonstrate excellent IT skills, including use of Microsoft Office, financial spreadsheets and appraisal systems	<b>A</b>
<b>E13</b>	Able to negotiate, influence and demonstrate problem-solving skills (A)	<b>A</b>
<b>E14</b>	Ability to monitor and control significant and/or complex budgets, within the concepts of best value and VFM	<b>A/I</b>
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E15</b>	Have an awareness of, and actively support, the council's 'Dignity For All' policy.	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST (Delete or amend as appropriate)</b>		
<b>E16</b>	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service (DBS)	
<b>E= Essential</b>		
<b>*Assessed by:    A= Application    I= Interview    T= Test</b>		