

Harlow Council Job Description

Job Title: Project Manager

Post Number:

Grade: 17

Date: November 2020

Service: Housing

Location: Civic Centre

Responsible to: Operations Manager - Property

Job Purpose:

Working as part of a very busy Housing Operations team within Harlow Council, you will assist in providing an accurate and efficient assurance service for all built assets.

You will specifically be responsible for the management of capital and revenue projects and programmes of investment from feasibility to financial close, including the commissioning and coordination of specialist consultants and administration of statutory permissions, for a number of key Clients, as well as providing technical and procedural advice and guidance across the Authority.

- 1.0** Assist in the production of position statements against existing and future policies and procedures with reference to, research in and evaluation of alternative sources of technical guidance.
- 2.0** Build and maintain positive relationships with the delivery team members, stakeholders and the end users to maximise the successful completion of the allocated tasks and activities.
- 3.0** Develop, maintain and contribute to the improved culture of planned and preventative maintenance (PPM) by keeping abreast of developments in the manufacture of materials, products and technical solutions and systems
- 4.0** Perform measurement and scoping surveys, and desktop appraisals to determine the feasibility of a Client's proposals for a project or programme of investment.
- 5.0** Develop the initial feasibility of a Client's project or programme into final designs, including the commissioning and coordination of specialist consultants as required.
- 6.0** Manage the procurement, evaluation, recommendation and award of contracts to a Contractor engaged to deliver the Client's proposals.
- 7.0** Monitor the activities of a Contractor in their adherence to the contract's conditions, material and workmanship specification, schedules of work and commitments provided in their tender.
- 8.0** Provide accurate and timely reporting of the project or programme's delivery and financial statements, including precis of activities within the reporting period, transactional information and variations to the Project Risks.
- 9.0** Other duties appropriate to the role.
- 10.0** Statement of Health and Safety

Breakdown of tasks:

- 1.0 Assist in the production of position statements against existing and future policies and procedures with reference to, research in and evaluation of alternative sources of technical guidance.**
- 1.1 To identify relevant changes in legislation or statutory requirements, or a revised approach to generic defects or a default solution to a routine demand of the responsive repair provider.
 - 1.2 Assess the financial, operational or overall risk impact of any proposed changes, including determining a value for money position with regard to those relevant changes to the Council's activities.
 - 1.3 Provide a technically competent advisory role both within the Housing Operations team and directly to key Clients, corporate management, stakeholders and end users, including keeping abreast of regulatory, legislative or statutory requirements.
 - 1.4 Contribute to the corporate, financial and operational decision making process, where directed, that formulates the Council's services strategies.
- 2.0 Build and maintain positive relationships with the delivery team members, stakeholders and the end users to maximise the successful completion of the allocated tasks and activities.**
- 2.1 Provide direction of the tasks required of a delivery team which consists of colleagues within Housing Operations team of sufficient structure, content and clarity for the intended recipient/s.
 - 2.2 Provide clear and consistent verbal statements, which may be refined over time, and as the objectives, approach or solution to a project or programme's event presents itself from the evidence being gathered.
 - 2.3 Provide responses to complaints, MP/Elected Member enquiries and end user requests for information in a timely manner, relative to the subject and its urgency.
 - 2.4 Proactively contribute at meetings of peers, residents (tenants or leaseholders, including their sub-tenants), contractors and their sub-contractors, and internal and external Client representatives.
- 3.0 Develop, maintain and contribute to the improved culture of planned and preventative maintenance (PPM) by the repair and maintenance service provider at liaison meetings and peer-to-peer communications.**
- 3.1 Contribute to the consideration of investment planning for effective asset management of the property portfolio of Harlow Council and their service partners.
 - 3.2 To identify trends and tasks from operational reports of the repairs and maintenance service provider, and where targeted investment would mitigate the financial affects, including assessing the impact on financial, operational or overall maintenance liabilities.
 - 3.3 Provide direct commentary on the performance of the repairs and maintenance provider at routine liaison meetings, consulting colleagues, stakeholders and end users on their experiences and communicating potential constructive solutions.
 - 3.4 Determine those 'value for money' outcomes of the repair and maintenance activities, and propose the same to a group of peers and/or Client representatives any response that considers the financial, operational or overall maintenance liability.

4.0 Perform measurement and scoping surveys, and desktop appraisals to determine the feasibility of a Client's proposals for a project or programme of investment.

- 4.1 Coordinate access to the asset (i.e. building or property), carryout an original, accurate and representative measurement survey, or validate an existing scaled or schematic version of the same, recording the asset's dimensions, measurements, building fabric type, orientation, positioning and general arrangement including photographic images of any items of note, on-site documentation, etc.
- 4.2 Determine the feasibility, practicality, affordability and overall characteristics of a design solution that achieves the aims of the Client whilst maintaining compliance with operational standards, regulations and statutory requirements.
- 4.3 Consider those current Building Regulation Approved Documents, NICEIC, Gas Safe, ACOP L8 / HSG274, water regulations and bylaws, relevant British Standards and Codes of Practice, and the like.
- 4.4 Create a record of design considerations and alternative solutions, their implications and/or advantages and liabilities for future maintenance and operational use for inclusion in any Pre-Construction Information documentation.
- 4.5 Precise the extent of the design information, description of the scope of works and reasoning for the proposals into pro-forma templated statements for use by the Client to brief stakeholders and end users as part of any formal consultation exercise under terms of a lease or tenancy.

5.0 Develop the initial feasibility of a Client's project or programme into final designs, including the commissioning and coordination of specialist consultants as required.

- 5.1 Develop the feasibility of any project or programme into a comprehensive design and technical information package, appropriate for obtaining quotations or tenders from contractors inclusive of preliminary management arrangements, properly valued provisional sums and contingency allowances, where research and assistance may be required from material manufacturers, suppliers, distributors and the like.
- 5.2 Undertake the duties of Designer as defined by the Construction (Design and Management) Regulations 2015 where coordination of specialist or external consultants is required, including maintaining the records of design considerations and alternative solutions, their implications and/or advantages and liabilities.
- 5.3 Monitor and supervise the activities of any specialist or external consultancy support, ensuring their design information is provided in a timely manner and comparable to the other designers engaged on the same project or programme, and all packages avoid conflict and foreseeable impact on the Client requirements.
- 5.4 Coordinate and ultimately produce suitably comprehensive documentation, statements, design packages and supporting information for any applications to relevant statutory authorities, agencies and bodies for approval of the project or programme's objectives.

6.0 Manage the procurement, evaluation, recommendation and award of contracts to a Contractor engaged to deliver the Client's proposals.

- 6.1 Determine the appropriate contractual relationship between the Client and the contracting party and other characteristics of the contract documentation as indicated on pro-forma templates for approval of the procurement activity, including attendance at pre-tender meetings, in accordance with Contract Standing Orders.
- 6.2 Provide responses to tender queries, observations and clarifications, in accordance with governance requirements of the procurement process, in a timely manner that maintains probity and reliable comparison between tenderers.

- 6.3** Convene an evaluation panel, chair the deliberations and administer the completion of pro-forma templates that illustrate the forensic evaluation of each tender submission that ensures a robust recommendation to the Client for their consideration.
- 6.4** Convene a pre-contract meeting, for the agreement of project or programme specific matters, as Chair and administer the completion of pro-forma templates that record such discussions and those actions which are agreed between the parties.
- 6.5** Precis the content of the tender submissions from each contractor, including clarifications and error adjustments, into pro-forma templated statements for use by the Client to brief stakeholders and end users as part of any formal consultation exercise under terms of a lease or tenancy.
- 7.0 Monitor the activities of a Contractor in their adherence to the contract's conditions, material and workmanship specification, schedules of work and commitments provided in their tender.**
- 7.1** Activities of the Contractor are to be monitored for adherence to the contract's conditions, preliminary management arrangements, material and workmanship specification, schedules of work and commitments provided in their tender, whether directly by the post holder or as a delegated task to a member of the delivery team, and records filed in appropriate office location for retrieval by Others
- 7.2** Maintain a regular and routine series of site inspections, and record the contractor's adherence to and compliance with, all relevant health and safety legislation and any specific requirements of the project or programme's operational 'Site Rules' as determined by either the Client or Contractors own procedures, and file in appropriate office location for retrieval by Others.
- 7.2** Consult directly with the Operations Manager using verbal and/or written reporting on the contractor's failure to adhere or comply with any specific requirement of the project or programme's conditions, for consideration of any recourse via the contract.
- 7.3** Convene, chair and ensure minutes are taken as a contemporaneous record of the matters discussed, regular site or project progress meetings, referring to those routine site inspections of the contractor's adherence to the specific requirements of the project or programme's conditions.
- 7.4** Evaluate periodic applications from the contractor, where they require validation for comparable scope, extent, proportion or mere value of those activities completed on the project or programme, properly amend the valuation where required and complete a pro-forma template approving the relevant sum/s due.
- 7.5** Upon completion of any project or programme's scope of works, however varied, evaluate the final account application from the contractor, where validation for comparable scope, extent and overall value of the project or programme, properly amending where required and complete a pro-forma template approving the relevant sum/s due.
- 7.6** Precis the content of the agree version of the contractor's final account, into pro-forma templated statement for use by the Client to calculate and communicate recharges to stakeholders and end users under terms of a lease or tenancy.

8.0 Provide accurate and timely reporting of the project or programme's delivery and financial statements, including precis of activities within the reporting period, transactional information and variations to the Project Risks.

- 8.1** Complete pro-forma templated progress reports that detail progress against any master programme or a known sequence of works, commercial activity, including any variance to the original contract sum and the projected value of any contract instructions,
- 8.2** Provide general statements which precis the activities within the reporting period, performance of the contractor and their supply-chain, comments received from stakeholders or end users, and matters of relevance to the Client regarding project risk and events with the potential to amend the reported costs or duration of the work.
- 8.3** Re-assess the project risk register, if applicable, and provide a briefing to the Operations Manager on the physical, financial or operational risks of any new 'score', i.e. where the likelihood and severity of a foreseeable event impacts on the successful outcome of the project or programme.

9.0 Other duties appropriate to the role.

- 9.1** The services we provide require, from time-to-time, consideration of the circumstances of individuals and how the Client's proposals will affect them.
- 9.2** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 9.3** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 9.4** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 9.5** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 9.6** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

10.0 Statement of Health and Safety

- 10.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974:
- 10.2**
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.