

Harlow Council Employee Profile

Job Title: **Project Manager**

Post Number:

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	<p>OND in Building related subject and comprehensive working knowledge and experience</p> <p>HNC in Building related subject and sound working knowledge and experience.</p> <p>Relevant experience that demonstrates a detailed understanding of defect analysis, design requirements, contract relationships and management of the delivery of projects or programmes.</p>	<p>Undertaking a programme of study leading to Chartered Membership of a Building related Institute.</p> <p>Accreditation in the area of fire or structural engineering, energy efficiency, the previous role of CDM Coordinator and more recently Principal Designer.</p>	<p>Application Form</p> <p>Original Certificates</p> <p>Interview</p>
Related Experience	<p>Experience in a similar role, preferably within a public sector, social housing or previous employer or consultancy with diverse asset portfolio.</p> <p>Experience of pre and post contract management, including coordination of consultancy support (i.e. M&E, structural, architectural, etc).</p>	<p>Working knowledge and operational experience of commissioning individual projects using Measured Term or Project Partnering type call-off contracts, including awarding such projects, validating the extent and scope of the work and verifying their payment application/s.</p>	<p>Application Form</p> <p>Interview</p>
Special Circumstances	<p>Trade/occupation specific CSCS card (or equivalent accreditation from a recognised UK/EU trade body or professional institute).</p> <p>Full clean driving license and access to own vehicle or other suitable means of transport.</p>	<p>None</p> <p>Opportunities may arise to provide 'on-call' services in an out-of-hours type format of shift pattern/s.</p>	<p>Application Form</p> <p>Interview</p> <p>Original Certificates</p>

<p>Special Knowledge, Training</p>	<p>Comprehensive knowledge of, experience of working with, schedules of rates, their use in compiling schedules of work, and technical design drawings to British Standards and Codes Practice.</p> <p>Knowledge and understanding of relevant safety requirements of this specific mechanical discipline, and more generally the Health and Safety at Work Act (1974), Construction (Design and Management) Regulations 2015, and other such regulatory and statutory codes of practice.</p>	<p>Familiar with the NBS suite of software packages and AutoCAD LT, or similar, for the drafting of technical designs or amending templates and contributing to a design team's output.</p>	<p>Application Form</p> <p>Interview</p>
<p>Skills and Abilities</p>	<p>IT literate, and proficient in MS Word and MS Excel.</p> <p>Ability to work within defined standards for customer services, expectations for professional and behavioural conduct, equal opportunities policies and occupational health and safety.</p>		<p>Application Form</p> <p>Interview</p>
<p>Disposition and Attitude</p>	<p>Good interpersonal skills, communication and ability to explain technically complex issues to lay-persons, Harlow Council Officers and Senior Managers, and Elected Members from time-to-time.</p>	<p>Flexible regarding working hours in the event of a project's delivery requirements, and have the ability to work out of hours if necessary, including weekends in line with service needs and requirements.</p>	<p>Application Form</p> <p>Interview</p>