

## **MEDWAY COUNCIL - JOB PROFILE**

<b>POST TITLE:</b>	<b>School Organisation and Capital Programme Lead (PA030)</b>
<b>DIRECTORATE:</b>	<b>Children and Adults</b>
<b>DEPARTMENT:</b>	<b>Education and SEND (Planning and Access)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Education - Planning</b>
<b>RANGE:</b>	<b>Range 7 (subject to JE confirmation)</b>

### **1. MAIN PURPOSE OF JOB**

- To lead on the delivery of capital projects effectively through the council's Building and Design services team, setting clear delivery objectives and oversees delivery against the agreed programme. Manages key stakeholder engagement for the overall capital programme and specific projects.
- To manage the school organisation function including place planning, education consultations, and funding grants
- Ensures the development of business cases and client briefs for each individual project and programme, based on current government guidance and to act as the education client for all capital projects, before, during and after completion and is responsible for service and staff performance and relevant budgets.
- Deputises for the Strategic Head of Education on all matters relating to School Organisation, Capital Programme and Health and Safety.
- To maintain excellent working relationships with all schools, partner organisations and suppliers.

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- Educated to degree level or a qualification in relevant subject matter.
- A project management qualification (e.g. PRINCE 2 or similar), or previous practical experience of management complex capital projects/programmes.

#### **Knowledge**

##### *Essential*

- Knowledge of Health and safety legislation and policies, including Fire regulation, Asbestos management and RAAC.

- Ability to use advanced theoretical/practical/procedural/organisational/policy knowledge across a specialist area
- Sound knowledge of relational database principles and GDPR
- Detailed knowledge and understanding of the relevant policies and strategies and how to apply and implement them.
- Knowledge of best practice in the client management of capital projects.
- Excellent report writing skills.
- Knowledge of local authority / public sector capital programme management specifically relating to children's services
- Knowledge of statutory school organisation functions and processes

#### Desirable

- Knowledge of town planning processes

### **Experience**

#### *Essential*

- Experience of leading and overseeing large scale project delivery
- Knowledge of best practice in the project management of significant capital projects.
- Knowledge of local authority / public sector capital programme management specifically relating to children's services
- Experienced in the identification and management of risk in relation to projects and programmes.
- Knowledge and experience of Health and Safety within an education environment.
- Managing programmes and projects, assessing and dealing with risks
- Demonstrable experience of developing and maintaining needs analysis that support strategic planning.
- Demonstrable experience of client management of significant capital programmes.
- Demonstrable experience of stakeholder management (internal and external) in relation to significant capital programmes.

### **Skills (Mental skills/Communication skills/Physical skills)**

#### *Essential*

- Demonstrable ability to use advanced theoretical / practical / procedural / organisational / policy knowledge across a specialist area and has detailed knowledge of organisational policies, practices or procedures.
- Demonstrable ability to analyse and interpret very varied and highly complex information and develop strategies and solutions for long term plans.

- Demonstrable ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders.
- Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrable ability to carry out tasks which impact on the well being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives and/or demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations.

**Personal qualities (Mental demands)**

**3. ORGANISATION**

**(i) ORGANISATION CHART**

**(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

This post will be line managed by the Strategic Head of Education- Planning Access

**(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

Required to work independently as well as part of the School Services management team, using their own initiative on a daily basis to carry out tasks, make decisions and manage workload not only as an individual but also for the team as a whole.

The post holder will be able to act on their own initiative, with only limited reference to their line manager. To implement the policy appropriately, but able to use discretion as appropriate to make informed decisions.

**(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

The post holder will line manage the Capital Programme Officers, the School Organisation officer, and the Health and Safety Manager.

**(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

Staff across the directorate including senior managers, members and partners.  
Building Design Services staff, the Councils Planning department, property team, finance team and legal department including senior managers.

External technical support services, such as architects, cost consultants, project managers e.t.c.

Other stakeholders, such as schools, Diocese, DFE etc.

**4. PHYSICAL DEMANDS**

Generally undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.

**5. EMOTIONAL DEMANDS**

The job involves contacts with, or work for, people, which through their circumstances or behaviour occasionally place emotional demands on the jobholder.

**6. RESPONSIBILITY FOR PEOPLE (not staff supervision)**

The post holder may have some direct impact on the well-being of individual, or groups of, people, through undertaking tasks or duties which are to their direct benefit, or impact directly on their health and safety.

**7. RESPONSIBILITY FOR FINANCIAL RESOURCES**

The postholder will have major direct responsibility for financial resources. The work involves being accountable for very large expenditures from an agreed budget or equivalent income. The responsibility includes contributing to the setting and monitoring of the relevant budget(s) and ensuring effective spend of budgeted sums.

**8. RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post holder will have direct responsibility for considerable amounts of manual and computerised information where care, accuracy, confidentiality and security are important and knowledge and understanding of GDPR is essential.

**9. WORKING CONDITIONS**

The postholder will predominantly be based at Gun Wharf but may occasionally be required to visit other venues such as other council sites or schools. Normal office hours will apply but flexibility is necessary for any work that extends outside of normal office hours. The post holder will be required at times to work remotely using technologies provided by the council.