Project Leader (Capital)

JE Code: JE0958



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| **Service** | Property & Facilities |
| **Reports to:** | Capital Projects Manager |
| **Job Family** | Professional and Technical |
| **Grade:** | J |
| **Political restricted** | N |
| **Date:** | September 2021 |

**Key Deliverables**

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| 1. | Accountable for managing a range of complex capital projects and programmes as identified within the Council’s capital programme and Council priorities, ranging in value up to £10m. Accountable for ensuring allocated budgets support Milton Keynes Council’s strategies, achieving best value for money. |
| 2. | Responsible for ensuring project outcomes are aligned with Milton Keynes Council’s corporate strategic priorities and are delivered in line with the Council’s capital processes and the Council’s approach to project management. As part of the Built Assets Team to be responsible for playing a lead role in developing and delivering agreed team policies and achieving team targets, contributing to the achievement of the strategic goals set out in the Corporate Property Strategy and Service Plan. |
| 3. | To lead on ensuring project approval processes are completed satisfactorily for all projects in an assigned portfolio. This includes the accurate and detailed completion of all applicable documentation, for presentation and review at a range of meetings, ensuring compliance with the authority's financial and democratic approval processes. |
| 4. | Accountable for ensuring all necessary Milton Keynes Council procedures are followed in undertaking any contractor negotiations or reaching contractual or legal settlements, including compliance with Milton Keynes Council standing orders and internal audit requirements, along with achieving authorisation as appropriate for the situation. The role is responsible for reviewing the position where a financial claim is made by a contractor on a project in their assigned portfolio, identifying the course of action to be taken, determining a recommended strategy, and obtaining the appropriate approval for that action. Responsible for taking all necessary actions to ensure latent defects on school capital projects are resolved, both physically and financially, undertaking negotiations and/or legal action as necessary in order to reach a satisfactory conclusion. |
| 5. | Responsible for leading and performance managing a diverse team of professional external consultants (architects, project managers, cost consultants, specialist consultants) and ensuring project aims are successfully delivered in line with agreed project and programme milestones. Responsible for supporting and developing other team members, providing direction and advice in specialist areas and disseminating good practice from project to project. Accountable for leading the consultation and stakeholder engagement processes on new build design and/or major redevelopment projects, engaging all local stakeholders in discussions, workshops and post occupancy evaluations to inform the development of the project ensuring both national and end user requirements are met. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| 1. | Educated to NVQ level 4 or equivalent or demonstrable evidence of working within a role requiring this level of knowledge. PRINCE2 qualification, minimum Foundation Level or equivalent. |
| 2. | Extensive demonstrable experience and knowledge of directing and leading major projects including individual new build construction or extension projects with a value in excess of £1.5M |
| 3. | Excellent organisation skills, with attention to detail the ability to prioritise workload and manage competing demands and deadlines. |
| 4. | Be a good communicator with the ability to build excellent customer and team relationships, demonstrating a professional attitude building confidence and trust. |
| 5. | Able to analyse information quickly, think creatively and develop innovative solutions, able to accept responsibility by deciding priorities and determining appropriate actions. |
| 6. | Be politically aware, demonstrating judgement and political sensitivity, whilst recognising the needs of the business and the Council’s corporate strategic priorities. Able to demonstrate the ability to assimilate options to enable coherent decision making. |
| 7. | Ability to work without supervision, takes responsibility for overall performance and displays a high degree of integrity. |
| 8. | Always ensures a professional standard of delivery. Demonstrates strong interpersonal skills and the ability to lead and effectively manage relationships with the project team and wide range of external partners. |



Job Family

Professional/Technical

Grade J

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

**Role Characteristics**

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

**The Knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

**Thinking, Planning and Communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions, but can also be the case in face to face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision Making and Innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will probably report to a Head of Service and will devise and implement strategic plans in relation to their specific functional area.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions. Job holders will make a major contribution to the development of policy and functional procedures. Job holders will also lead the implementation of appropriate programmes on behalf of large groups of people.

Such roles are likely to have at least two other elevated levels of responsibility for such elements as finance (substantial budget management), information assets (statutory corporate databases and council-wide applications) or premises (of very high value and operational importance).

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for very high value or significant financial and non-financial assets including policy development, but somewhat less accountability for the assessment of group needs. Roles will have full line management responsibility over a number of teams with differing functional specialties and employee profiles.

**Impacts and Demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.