

Role Profile and Specification – Project Manager – Communities

Service Area	Communities
Role Title	Project Manager – Communities
Location	Oxted/Agile
Reports to	Head of Communities
Salary/Grade	M4
Duration/Hours	2 years fixed / 37 hours per week

Job Purpose

Working within the Communities Team this role will support the development of Tandridge District Council’s strategic direction for key community facilities and spaces, ensuring it is aligned to the Corporate Objectives of the Council, the Open Space Strategy and UK Shared Prosperity Fund.

Leading the delivery of a range important projects that improve and invest in key community facilities and spaces, such as play areas, parks, public conveniences and sports pavilions.

Engaging with community stakeholders and residents to scope, develop and progress improvements to local facilities, ensuring effective proactive communication with all partners including elected members, statutory agencies and internal departments.

This role will work closely alongside colleagues in Environment and Property departments to co-ordinate and effectively manage projects.

Responsible for devising schemes, developing business cases, writing specifications and managing contracts that deliver excellent value for money within agreed timescales whilst maximising key outcomes for residents and communities.

Key Objectives

1. To lead, manage and deliver an agreed programme of open space, play and recreation projects, in accordance with agreed timescales and costs, aimed at supporting the Council’s strategic aims of encouraging an active, healthy, and sustainable community.
2. To be responsible for and lead on project managing the implementation and delivery of a range of both capital and revenue open space schemes of varying size, scale, and duration. This includes:
 - conducting project appraisals and feasibility studies,
 - commissioning studies into proposed schemes and evaluating proposals,

- utilising the project management and contract management corporate toolkits to ensure audit compliance,
 - managing and monitoring external consultants and contractors on work contracts ensuring work to time, budget and scope,
 - managing cross-departmental project teams to deliver agreed project outcomes and outputs,
 - identifying and managing risk, change and variations at all times; and
 - attending contract meetings and to visually inspect and sign off work.
3. To monitor all project specific budgets to time and on budget. Values will vary from £1,000 for small individual projects up to more significant amounts for the delivery of strategically important projects. Full contract management, including managing change, variations, and payment applications.
 4. To deliver projects from inception through to completion (and handover), including pre-planning, feasibility, design, specification, preparation of design drawings and contract documents. Procurement, tendering and analysis of tenders. Site administration and supervision. To ensure that all works for which the post holder is responsible are constructed in accordance with agreed designs and specifications.
 5. To use the corporate project management approach to monitor project progress and build effective working relationships with relevant partners and stakeholders involved in the project. To provide support to other members of the Service to ensure continuity of service provision, continuous improvement and team working.
 6. Work closely with ward members, and parish councils, and local community groups to ensure local needs are reflected in the development of strategies and in the provision of individual projects.
 7. To develop strategic links with external partners and nurture relationships that will assist with securing agreements and external funding for projects, the efficient and effective management of projects and with the development of the Council, including key stakeholders such as Coast to Capital (LEP), Environment Agency, Natural England, Surrey County Council, Surrey Wildlife Trust, Fields in Trust, Play England.
 8. To take an asset-based community development approach when working with communities. Helping communities to make a positive social change and ensure that sustainability and self-sufficiency is at the forefront when setting community initiatives.
 9. Prepare reports and advisory briefings for senior managers and attend Committee meetings, advisory committees or sub-committees, scrutiny meetings, task groups and planning committees.
 10. Design and deliver public engagement events including preparing surveys, workshops, presentations to public meetings, parish and town council meetings and community events, to collect and present data and information as reports that provide recommendations for decision making at project and strategic level.
 11. Equal Opportunities
 - a) To promote equality of opportunity in employment and service provision and eliminate unlawful discrimination.

b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.

12. **Business Continuity**
In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.
13. **Data Protection**
To ensure that data quality and integrity is maintained, and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.
14. **Health and Safety**
All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.
- 15.. **Safeguarding**
Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.
- 16.. **Additional Duties**
To undertake any additional duties of a similar level of responsibility as may be required from time to time.

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Degree or equivalent working experience. • Project management qualification (PRINCE2 or equivalent). 	<ul style="list-style-type: none"> • Member of a relevant management qualification.

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Recent experience of successfully leading the delivery of project outcomes. • Partnership working, both internal and external. • Extensive experience of Project/Procurement/Contract management including specification and tender writing. • Experience of compiling funding applications. • Experience of managing consultants and contractors. 	<ul style="list-style-type: none"> • Local government experience • Community consultation. • Ecological/Wildlife Protection in relation to open space and cultural projects. • Experience in open space design, play design and implementation.

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Effective negotiator.• Ability to solve problems based on sound reasoning and professional knowledge, judgement & experience.• Understanding of the principles of good design• Strong IT skills to include the whole Microsoft Office suite (including MS Project). Ability to communicate effectively at all levels & demonstrate excellent communication skills including report writing and presentations.• Able to make decisions and work on own initiative.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.	<ul style="list-style-type: none">• Proficient in CAD and NBS Landscape.• Knowledge of Health and Safety Law, EU Playground Regulations, COSHH• Knowledge of GIS mapping equipment.

OTHER ESSENTIAL REQUIREMENTS TO CARRY OUT POST:

Current Driving Licence and willingness to undertake any relevant training.