

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Capital Projects Manager</b>
<b>Service:</b>	Communities
<b>Team:</b>	Commercial Services
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Development Programme Manager
<b>Responsible for:</b>	Overseeing capital projects in Waverley
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<p><i>To be a corporate resource available to work across the Council:</i></p> <ul style="list-style-type: none"> <li>• To project manage capital projects across the Council as commissioned by Development Programme Manager or Executive Head of Service and up to the value of £5m.</li> <li>• To project manage capital projects with guidance from Programme Development Manager for projects up to the value of £20m.</li> </ul>	

## MAIN DUTIES AND ACCOUNTABILITIES

- To manage capital projects as assigned and agreed by Programme Development Manager up to the value of £5m.
- To draft, coordinate, monitor and review project management plans for the assigned capital projects.
- Be responsible for coordinating the implementation of the project plans by allocating tasks and monitoring their progress.
- To report project progress to the relevant senior officers, Project Board and Members.
- To advise Project Sponsor of progress against plan highlighting any delay, cost overspend or quality standard issues.
- To oversee project finances and budget reporting to relevant senior officers or board, in conjunction with project accountant.
- Manage procurement exercises for all project appointments up to £5M, oversee detailed tender documentation for external support and suppliers in conjunction with procurement officer and / or appointed design team where relevant.
- Be the main point of contact for officers, members and consultants working on the assigned projects.
- To manage change and risk logs for the assigned projects.
- To monitor risks and implement mitigation strategies.
- To provide project management advice and documentation to support other capital projects led by other officers.
- To manage in part and in close consultation with Programme Development Manager projects over £5m.

### **Managing staff:**

- Manage project working groups associated with projects on capital projects up to £5m.
- Oversee external consultant teams.

### **Data Governance:**

- It is the responsibility of all staff who input, store, retrieve, or otherwise manage data to ensure that it is of the highest quality and complies with the Council's data Protection Policy.

- **Business Continuity:**

Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety:**

Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

## DIMENSIONS OF THE ROLE

- Project support for key corporate projects across the Council valued >£5m.

- Project management of capital projects across the Council valued up to £5m.
- Invest to save initiatives and improved public facilities.
- Supporting new team members in their development of project management skills

#### AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Co-ordinate complex work streams ensuring the organisation is joined up in its approach to projects, saving Officer time.
- Logging and reporting risks in a timely manner within the agreed framework, enabling risks to be managed before becoming an issue.
- Explore and provide solutions to issues.
- Mitigating and managing risks.

#### PLANNING/ORGANISING/CONTROLLING

- Be the Lead Officer for externally appointed Project Managers, architects, construction companies etc. ensuring smooth engagement of external consultants to support in the management of the project
- Work together with the Development Programme or Procurement Manager to manage the contracts with the appointed contractors, highlighting when contractors may not be performing to their agreed specification.
- Highlighting issues and understanding when support from the wider team is required.
- Develop appropriate project management documentation for each project.
- Identify project outcomes and monitor project progress.
- Assign tasks and support colleagues to undertake them.
- Manage budgets and maintain financial reporting.
- Maintain issue/change/risk logs and issue necessary reports to address any need for change.

#### CUSTOMERS AND CONTACTS

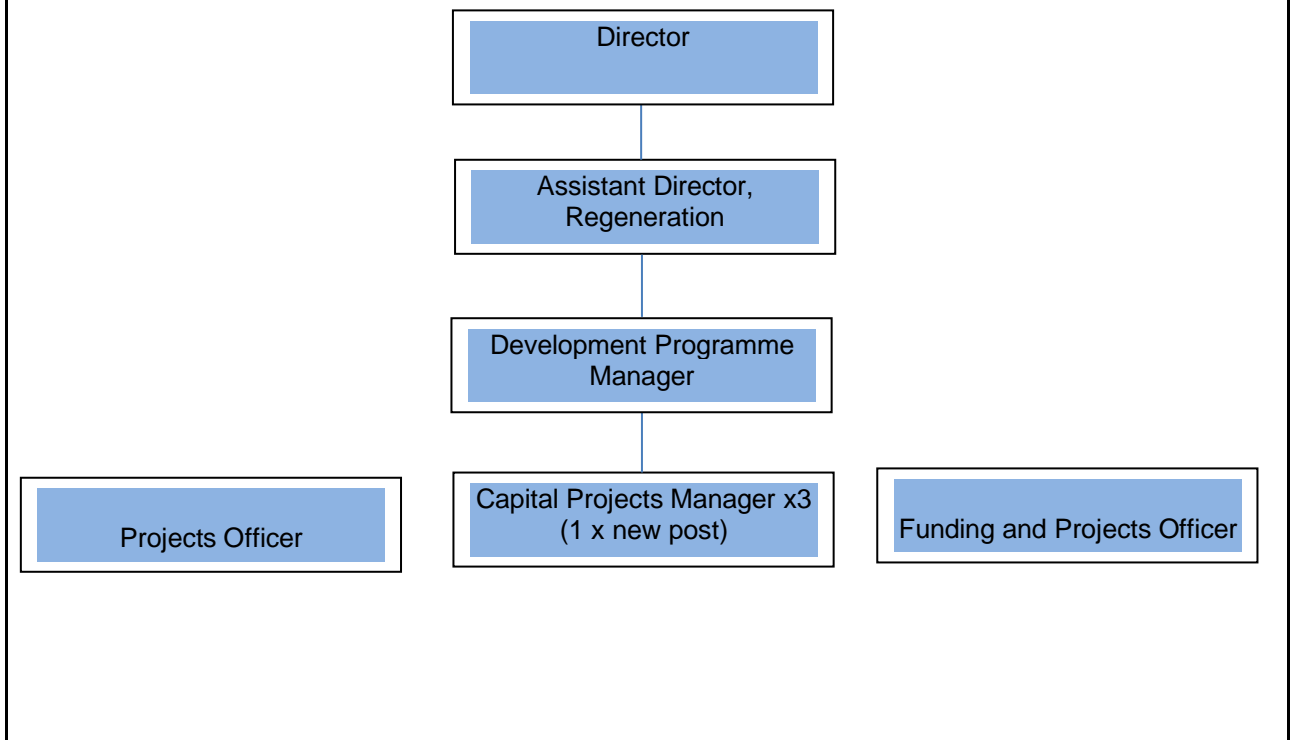
##### INTERNAL

- Senior Management Team and Corporate Management Board
- Legal team
- Executive Heads of Service
- Officers from multiple service areas
- Elected Members

##### EXTERNAL

- Contractors, consultants and suppliers
- Statutory organisations
- Members of the public and local groups
- County and Town Councils

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
<b>QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE</b>	Educated to degree level and/or equivalent experience in a related field	<b>A</b>	Local Government or regeneration Experience	<b>A</b>
	Project Management Qualification	<b>A</b>		
	Proven experience and knowledge of project management principles	<b>A/I</b>	Experience of delivering community based projects and working with elected members	<b>A/I</b>
			Experience working in partnerships	<b>A</b>
			Knowledge of Planning and regeneration issues	<b>I</b>
	Experience of managing project work streams such as consultation, procurement, Planning and construction.	<b>A/I</b>		
<b>KNOWLEDGE / TECHNICAL SKILLS</b>	Ability to demonstrate sound business and commercial acumen	<b>A/I</b>	Awareness of safeguarding	<b>A/I</b>
	IT literate in Microsoft packages	<b>A/I</b>		
	Office and administration skills	<b>A/I</b>	Experience of software relating to project tasks e.g. procurement, mapping, accounting  Experience of leveraging funding to unlock projects.	<b>A/I</b>
<b>COMMUNICATION</b>	Excellent written and verbal communication skills	<b>A/I</b>	experience of administrating websites and using social media	
	Ability to establish strong working relationships with key	<b>I</b>	Experience of communicating project information to	

	internal and external partners		stakeholders and wider public.	
	Ability to disseminate information to senior management and Members in verbal and written form.	<b>A/I</b>	Experience of influencing external parties to benefit the organisation.	
	Ability to influence others and work collaboratively	<b>I</b>		
<b>CUSTOMER SERVICE</b>	Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that compliment those of the organisation	<b>I</b>		
	Experience of dealing with the public in a calm and helpful manner	<b>I</b>		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	<b>I</b>		
<b>TEAM WORKING</b>	Builds constructive internal and external relationships.	<b>A/I</b>		
	Flexible and willing approach.	<b>A/I</b>		
	Shares knowledge and expertise with others	<b>I</b>		
<b>MANAGING SELF AND OTHERS</b>	Excellent organisational skills with an eye for detail.	<b>A</b>		
	Excellent time management and ability to prioritise workload.	<b>A/I</b>		
	Able to work on own initiative and to plan, organise and prioritise own work.	<b>A</b>		

	Able to support others to achieve outcomes	I		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Committed and positive attitude.	I		
	Analytical thinking and problem solving.	A/I		
	Ability to work under pressure.	I		
<b>SPECIAL REQUIREMENTS</b>	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	I		I
	Ability to travel and attend site visits.			

### How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
<b>Job title:</b>		<b>Post no:</b>	
<b>Service:</b>		<b>JE score:</b>	
<b>Team:</b>		<b>Pay band:</b>	
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	<b>3</b>	
	Customer Service:	<b>2</b>	
	Team Working:	<b>2</b>	
	Managing Self and Others:	<b>3</b>	
	Can do approach/Results	<b>3</b>	
<b>REVIEWED BY:</b>	<i>Debbie Smith</i>	<b>DATE:</b>	22 <sup>nd</sup> August 2024
<b>CHECKED IN:</b>	Employee Services	<b>DATE:</b>	
<b>LAST UPDATED:</b>	Add date	<b>DATE:</b>	