



Job Description

Job Title:	Senior Project Manager
Team/Service:	Property Services Group
Responsible To:	Head of Property Services
Salary Grade:	N
JE ref:	TDA 141

1. Key Purpose of Job

- 1.1. Along with the Chief Executive and Head of Project Management, work to secure new external/ internal instructions and expand TDA's customer base to support TEDC Ltd.'s overarching business plan.
- 1.2. To successfully project manage any scheme/ development that is undertaken by the TDA from inception to construction and completion, so that it is delivered to the agreed specification, on time and within budget. It will be necessary to manage and co-ordinate a range of internal and external consultants to achieve this outcome.
- 1.3. To work as part of the Senior Management Team (SMT) to develop a multi-disciplinary design capability for the TDA. This aspect of the role will involve the development of robust systems of work such as procedure and practices for implementation across all of the Professional Services Teams.
- 1.4. The post holder will be a member of the Senior Management Team (SMT) and together with SMT will assist and make recommendations to the Chief Executive in the strategic and day to day management on Torbay Economic Development Company (TEDC Ltd)
- 1.5. Develop and maintain strong strategic relationships with clients, including collating, monitoring and evaluating feedback.
- 1.6. To seek opportunities to extend and develop the existing Project Management and Quantity Surveying service, introducing a more commercial approach to service delivery and recruitment.
- 1.7. To raise the profile of the Project Management team internally and externally through communications and networking activities.

2. Anticipated Outcomes of Post

- 2.1. New instructions will be secured, expanding TDA customer base and thereby directly contributing to the achievement of financial and other targets in the business plan
- 2.2. Greater management experience to enhance resilience of the TDA Senior Management Team.
- 2.3. Project management fee income from the TDA client base will be maximised.
- 2.4. Schemes and developments, often major and complex in nature, will be successfully project managed.

- 2.5. Increased economic activity and investment within Torbay.
- 2.6. Allocation of work for project management team and reporting of the same to Head of Project Management will be carried out.
- 2.7. Robust financial management of the project management team

3. List Key Duties and accountabilities of the post

- 3.1. To champion a quality-, performance- and customer-focused culture.
- 3.2. To actively participate in all aspects of the TDA's regeneration and consultancy work.
- 3.3. To lead on the continuing development of project management services, identifying new opportunities, maximising the opportunity to increase income and drive on-going financial efficiencies through the development of innovative working practices across all Professional Services departments
- 3.4. To ensure that TDA is able to provide a full range of cost-effective Project Management and Quantity Surveying services to its clients, either through TDA provision or through appropriate external contract management. This role will have direct ability to determine the most appropriate method of procurement of external services within the allocated budget.
- 3.5. To effectively manage/ coordinate multiple projects and their interdependencies.
- 3.6. To undertake technical, financial and feasibility studies for potential schemes
- 3.7. To create and implement detailed Action Plans for projects
- 3.8. To evaluate risks associated with projects
- 3.9. To constantly review project finances in the light of the risk evaluations, reporting any results to the Board, Project Board or external Client as applicable.
- 3.10. Where required /requested, manage projects in accordance with Prince2 methodology/guidelines.
- 3.11. To directly manage and coordinate Architects, contractors and other suppliers on internal and external projects with an aggregate project value in excess of £120m across the Project Management team
- 3.12. To prepare projects for external procurement, following which, act as TDA's representative.
- 3.13. To provide clear timely accurate information, advice and reports, to the Head of Project Management, external clients and the Board
- 3.14. To performance manage on a day- to-day basis the Project Management team, or anyone assigned to the team i.e. regular performance reviews and 1:1 meetings.
- 3.15. Prepare and submit operational budgets, manage effectively within the team budget and report accurately on progress and challenges encountered
- 3.16. To ensure that contractors are working to appropriate Eurocodes, British Standards and HSE approved codes of practice and CDM Regulations

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. Recommend strategic decisions to leadership team relating to service delivery and

business development across all of professional services taking life cycle costings and risk into account.

- 4.2. Resolving technical, commercial and funding problems typically associated with the delivery of capital projects.
- 4.3. Ensuring each customer, is satisfied with the level of service they are receiving, whilst delivering multiple projects at differing levels of implementation
- 4.4. Procuring the appropriate consultant/ contractors to carry out each role on the project
- 4.5. Holding to task multiple agencies to a set specification and timeline to ensure the project stays on course for the confirmed completion date to be realised
- 4.6. The post holder will make decisions regarding the development and implementation of projects, allocation of resources and workload, spend of budget and other operational matters
- 4.7. As work is not always covered by defined procedures, the post holder will be required to problem solve in order to achieve objectives. An example of this would be developing strategies to record design changes
- 4.8. Ensure that all work undertaken for Torbay Council, TDA and external clients which is carried out by the Project Management team complies with the appropriate Eurocodes, Health & Safety standards, Building Regulations and Planning Law. Failure to do this can lead to dangerous situations, accidents, health problems and even fatalities. These are serious consequences for both TEDC Ltd and the client concerned. Sanctions can include fines, imprisonment and disqualification.
- 4.9. The post holder will need to manage multiple project deadlines and extreme peaks in workload at different stages of the financial year. It will be a requirement to identify resource requirements and present these in a timely manner to the Head of the Project Management

5. Budgetary / Financial Responsibilities of the post

- 5.1. The post holder is responsible for capital/revenue budgets set for the schemes that the Project Management Team are co-ordinating which are in excess of £120 m.
- 5.2. To minimise expenditure and operating costs for the Project Management team.
- 5.3. To undertake critical analysis of the financial and time recording data for the team to ensure that it is optimised for high performance at all times. To derive and implement any changes across the Department that are required to ensure performance is continually improved.

6. Supervision / Line Management Responsibilities of the post (Please show / provide organisation structure as an appendices, showing official reporting lines)

- 6.1. This post directly performance/line manages:
 - The project managers(x5) - grade K
 - an Apprentice Quantity Surveyor (x1), and
 - a PFI Coordinator/ Assistant Project Manager (grade F)
- 6.2. This role also manages large, complex, multi-disciplinary projects including any agencies

procured to undertake elements of the work. This includes, but is not limited to, all contractors and internal/external design team members

7. Working Environment & Conditions of the post

- 7.1. Office environment, with some elements of travel to other locations for business and to undertake company/ site visits
- 7.2. Managing extreme peaks and troughs in workload at different stages of the financial year.
- 7.3. Ability to present to key stakeholders and clients.
- 7.4. Prioritising different stakeholders' needs and their often-conflicting demands.
- 7.5. Handling commercially sensitive information and data.
- 7.6. On occasions dealing with confrontational stakeholders and/or members of the public.
- 7.7. The post holder will be required to produce reports and statistical information for review by the Senior Management Team and TEDC Ltd board.

8. Physical Demands of the post

- 8.1. Normal

9. Specific Resources used by the post

- 9.1. I.T. Equipment
- 9.2. Continuous access to transport is required as the job can entail travelling to multiple locations sometimes in the same day and where public transport timetabling is unlikely to meet this requirement.

10. Key Contacts and Relationships

- 10.1. External** - Torbay Council, non-Torbay Council clients including other Local Authorities, Health Care Trusts and School Academy Trusts, Consultants and other Contractors associated with the project
Torbay Business Community and the private sector generally
- 10.2. Internal** - TDA colleagues at all levels of the organisation including functioning at Senior Management Team level.

11. Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Other Information

- a) TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.
- b) This post is based at Tor Hill House, but the post holder may be required to move their base to any other location within the TDA at a future date.
- c) TDA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo any checks appropriate to the post applied for. All staff and in particular managers, are responsible for corporate parenting for looked after children and young people within Torbay.
- d) Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- e) TDA adopts a Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.



Person Specification

Note for Candidate

All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.



Person Specification

Job Title:	Project Manager	Team:	Project Management/Property Services Group
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Demonstrate the ability to lead and integrate performance management to achieve improvements in team performance 2. Experience of winning external/ internal instructions 3. Ability to effectively manage, motivate and lead multi-faceted teams to deliver often large and complex and concurrent projects 4. Extensive Business development and networking skills 5. Multi discipline approach 6. Statistical analysis with the emphasise on producing clear, balanced reports that identify logical recommendations 7. Ability to work to tight deadlines, ensuring projects are delivered to specification on time and within budget. 8. Ability to work flexibly whilst quickly getting to grips with new areas and to encourage others to do so 9. Risk assessment and Risk Logs 10. Forward thinker who is able to identify the potential risks associated with a project and recommend/ initiate solutions 11. Effective negotiator 12. Effective communication and interpersonal skills 13. Presentation skills 14. Demonstrable solution-focused problem solver 15. Ability to use ICT in areas of database development, project management and spreadsheets. 16. Strategic insight with strong leadership skills to motivate and gain commitment to the delivery of the service objectives 	

Essential Knowledge:	Desirable Knowledge:
<ul style="list-style-type: none"> 17. Well developed knowledge and understanding of the development business and property development issues 18. Up to date Contract Law using both NEC and JCT forms of contract 19. Budget setting and financial planning 20. Property Management 21. Ability to procure and understand the procurement process using NEC and JCT forms of contract 22. Extensive Experience in the management and development of staff 23. Awareness of the Environmental issues that may be affected by a development project 24. Planning regulations 25. Product descriptions 26. Technical awareness and up to date knowledge of changing and/or emerging legislation e.g. Health and safety, British Standards 	

Essential Experience/Achievements:	Desirable Experience/Achievements:
<ul style="list-style-type: none"> 27. Extensive experience of successful project delivery 28. Experience in assessing and managing risk within a complex environment 29. Leading, managing and motivating teams and effective people management including strategic planning of service provision. 30. Direct experience of a broad spectrum of Quantity Surveying work 31. Extensive project management experience 	<ul style="list-style-type: none"> 1. Experience of both the public and private sectors of a varied nature 2. Liaising and negotiation with community and funding partners

<p>32. Managing multiple projects with differing priorities, including dispute resolution</p> <p>33. Managing people (other consultants, contractors etc)</p> <p>34. Experience of working with senior stakeholders</p>	
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Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:
<p>35. Minimum of Degree level (or equivalent) in a related discipline for example Civil Engineering or a Construction related professional qualification</p> <p>36. Prince2 qualification</p> <p>37. Membership of relevant professional associations for example Member of the Institution of Civil Engineers (MICE) and Member of the Association for Project Management (MAPM)</p>	<p>Additional professional qualification</p>

<p><u>Essential – Other requirements of the job role</u></p> <ul style="list-style-type: none"> • Ability to travel efficiently around the South West in order to carry out duties • Ability to accommodate unsociable hours
