

Job Title: Director of Capital Projects Education, Commercial and Leisure		Job No:
Department City Development and Neighbourhoods	Service: City Development and Neighbourhoods	
Team/Section: This post will work across the Council as required	Responsible to: Strategic Director of City Development and Neighbourhoods	

Overall Purpose of Role:
To ensure that all of LCC's major and high profile construction works and specialist capital projects are managed and delivered to agreed budgets and timescales. This includes new developments, major capital construction and refurbishment projects, large capital maintenance programmes of work and sustainability initiatives.

Key Contacts & Purpose:	Frequency (D,W,M or O)
Strategic Director, Directors, Chief Operating Officer and Lead Members in relation to specific projects	D
Commissioned external consultants (to ensure they are managed effectively and deliver quality outputs)	M
Financial Accountant to review budgets	M
External Specialist Support Including Contractors (commission/manage/provision of contracts for construction works)	D
Funders and Funding agencies in relation to both bids and project delivery programming and compliance	O
Current/ potential external clients and partners (influence new business decisions or contract discussions)	W
Internal Project Boards (to report progress and delivery issues)	M
General public and media (to consult, or to feedback on complex issues that may affect the wider community)	O
Elected members (to provide updates on projects affecting individual wards and constituents)	M
Health and Safety team (for advice on construction matters)	O

Main Duties/Key Tasks	% of role
Providing a strategic position in the overall management of capital projects and development sites including the schools estate and key heritage assets. ensuring they meet the needs of the corporate portfolio and are managed cost effectively.	20%
Managing and enabling others to manage the development and subsequent operation of property construction related projects.	20%
Leading multi-disciplinary teams across a variety of building and refurbishment projects within a context of skills and organisational development across the Council.	20%
Overseeing the procurement of effective Built Environment Services in a best value and TAG environment for construction works against corporate policy.	10%
Developing strategies and plans for the development and delivery of capital projects for property assets.	10%
Undertaking tasks relating to the financial management of capital and revenue income and expenditure budgets.	10%
Acting as the councils 'Responsible Officer' in law and understanding appropriate risk assessment protocols and processes..	5%
Undertaking other miscellaneous tasks associated with the role.	5%

Responsibilities & Objectives:
To work across the Council to act as the senior lead officer for a variety of new build and refurbishment/extension projects relating to a range of service areas including the Schools Estate, Heritage Assets And the provision of new employment space.
To lead and manage the commissioning of services within subject area to meet customer need and objectives.
To ensure that the clients' interests are properly represented and correctly managed for all projects and initiatives.
To ensure that the Council has robust and up to date strategies and plans for the development and delivery of capital projects for property assets.
To ensure the efficient financial management of capital and revenue income and expenditure budgets.
To ensure the successful development and subsequent operation of property construction related projects.
To act as the councils 'Responsible Officer' in law.
To develop effective partnerships with key stakeholders.
Ensure adequate arrangements are in place to manage risk and provide project assurance to the business.
Must follow, implement and promote the council's policies and procedures relating to all areas of employment and service delivery.
Able to deal with people professionally at all levels and from a variety of backgrounds.
Able to recognise and deal with discrimination in its many forms and willing to actively put the council's equality policies into practice.
To understand the Council's organisational vision and live the values and underlying principles through the services provided.

Is this post classified as “politically restricted”, because the post holder is required to advise the council and its committees or communicates with the media on behalf of the council?	No
Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	No

Job Requirements/Personal Specification:

Statutory, licensing or other mandatory qualifications or status required to perform this role.	E/D	Measurement, see above

Training, Skills and Abilities	E/D	Measurement
Excellent project/programme management skills.	E	Interview
Excellent analytical, communication, presentation, negotiation, organisation and management skills.	E	Interview
Ability to assemble and manage effective multi disciplinary and or multi agency project teams and partnerships.	E	Interview
Ability to represent the Council in negotiation with funding bodies or other third parties and to take the lead on public meetings where appropriate.	E	Interview
Experience of giving appraisals, approvals, amendment and reporting project progress in a political environment.	E	Interview

Knowledge and preferred Qualifications	E/D	Measurement
Bachelors Degree in Architecture, Civil Engineering, Construction and Building Management or related degree; registration as a professional engineer/licensed architect.	E	Application
Formal Management training – ILM level 5 or equivalent experience.	D	Application/Interview
Substantial knowledge of capital project delivery (including programme management, design management, architecture, building services, health & safety, scheduling, cost & commercial management).	E	Interview
Substantial knowledge of energy (including energy management, energy agency, and home agency).	E	Interview
Substantial knowledge of environment (including manifesto commitments, sustainability, low carbon, climate change, environmental education, sustainable procurement).	E	Interview
Project/ Programme management qualification (e.g. PRINCE2 or MSP etc.	E	Application
Full membership of an appropriate professional body (e.g RICS, MAPM, CIBSE, etc.) for a number of years with evidence of CPD.	E	Application
Be willing to undertake appropriate CRB check	E	Interview

Experience	E/D	Measurement
Significant experience of partnership working building and maintaining effective relationships with a variety of stakeholders.	E	Application/Interview
Knowledge and experience of organisational change and the principles and practice of change management processes.	E	Application/Interview
Significant experience in setting and preparation of complex capital programmes.	E	Application/Interview
Significant experience or awareness of working at a strategic level supporting senior managers in a multi-agency environment.	E	Application/Interview
Significant experience assembly and managing multiagency/disciplinary management teams and Project Boards.	E	Application/Interview
Significant experience of environment initiatives particularly around existing assets for redevelopment and the wider portfolio.	E	Application/Interview
Experience of managing large-scale construction projects.	E	Application/Interview
Experience and knowledge of relevant legislative and contractual requirements in relation to construction and build environments.	E	Application/Interview
Experience of leading on corporate projects and initiatives.	D	Application/Interview
Experience of managing a team of staff and contractors and developing other less experienced staff.	E	Application/Interview
Proficiency in the use of ICT including: email and internet; word, spreadsheet, database and presentation packages (e.g. MS Office); property asset management database systems (e.g. Concerto), project management software (e.g. MS Project).	E	Interview

Other Conditions.	E/D	Measurement
Must satisfy relevant pre-employment checks.	E	
Ability to identify and manage risk. Willing to undertake training associated with health & safety etc.	E	Interview
Willing & able to work regularly outside normal office, holiday periods/ weekends, e.g. for meetings, conferences, open evenings, exhibitions, etc.	E	Interview
Willing and able to work on-site etc. and wear or use PPE where appropriate.	E	Interview
Willing & able to train in new areas for qualifications relevant to the role.	E	Interview

Personal Attributes	E/D	Measurement
Tactful and diplomatic when dealing with complaints from customers/ clients/member of the public.	E	Interview
Organised, able to work under pressure and prioritise tasks to meet set objectives, targets or deadlines.	E	Interview
Willing and able to deal with and adapt to changes and setbacks in the work environment.	E	Interview
Decisive and able to persuade or motivate others to meet objectives.	E	Interview