

**Job Description**

**Project Manager (Major Projects)**

Grade: 13

**Responsible to: Responsible for:**

Major Projects Delivery Manager N/A

**About the job:**

To lead on the project management and delivery of Major projects across the capital programme.

Take a leading role, with the Major Projects Delivery Manager and Head of Property and Development, in managing projects having regard to the Council’s priorities, Council’s policies, funding requirements, development plans, the needs of stakeholders and all relevant legislation and policies. Take a supporting role in securing funding opportunities for major projects.

You will be working within a multi-disciplinary property services team to be responsible for leading on a range of varied and complex capital projects, across the diverse portfolio, using the Council’s project management methodology to effectively plan, support and monitor their delivery and investment into the borough over the long term.

You will work closely with and be fully supported by the team to develop the necessary knowledge, experience and skills. The council will also support you to achieve a professional qualification e.g. MRICS.

The role includes managing new and refurbishment construction projects to ensure quality, contractor performance, budgets and timescales are achieved.

**Role:**

Lead and support the delivery of complex capital projects across the Council’s capital programme from inception to completion, ensuring alignment with procurement rules and RIBA stages, and proactively resolving issues to maintain progress.

Assist the Major Projects Delivery Manager and Head of Property and Development in developing funding strategies and preparing bids for strategic schemes, engaging with internal stakeholders and external funding bodies.

Manage the development and execution of project plans, ensuring delivery on time, within scope and budget. Responsibilities include budget control, procurement, contract management, and securing necessary approvals.

Ensure all projects adhere to Health & Safety regulations, including the Council’s practices, CDM Regulations, and The Building Safety Act 2022, while maintaining compliance across consultants and contractors.

Build effective relationships with stakeholders to ensure project outcomes meet expectations and support reporting requirements including briefings, presentations, and performance monitoring.

Operate within a multi-disciplinary team, overseeing the pre-construction process and lifecycle contractor management, including valuations, contract administration, and project handover to operational status.

To lead and support with a range of project related reports and presentations for Council meetings, briefing papers for senior managers and other monitoring reports.

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**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* Carry out your duties and responsibilities in line with Health & Safety Policies and associated legislation
* You will actively promote customer care, value for money and performance management
* You will manage organisational risk effectively and ensure effective governance around decision making
* Your duties will be carried out in line with our equality scheme
* You will be compliant at all times with GDPR and data protection legislation
* You will constructively participate in communication and promotional activities
* You will promote an environment of continuous learning & development and professional behaviour in line with the organisations’ values and behaviours
* You will manage the budget in line with the organisations’ Financial Regulations.
* You will effectively manage and support change
* To ensure that all activity complies with Standing Orders and Codes of Practice
* You will contribute to the Councils’ Emergency Planning arrangements.

**Organisational:**

* You will be committed to the councils’ visions, values and associated behaviours, including trusting and empowering staff and colleagues. You will know what your teams’ role is in delivering this.
* You will understand and communicate the Councils’ plans ambitions and position to your team, supporting your team’s understanding and engagement in delivery.
* You will create an inclusive culture which provides opportunities for everyone to participate and progress in
* You will have effective relationships across all Directorates, with stakeholders and external partners to ensure the councils’ priorities and objectives are met.
* You will positively promote and represent the Councils at all times

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| **What the successful candidate will have:**

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| **Qualifications*** Educated to degree level.
* Minimum 3 years relevant experience, working towards membership of the RICS or CIOB
* Evidence of continuing professional development
* A current valid driving licence as this role requires travel around our boroughs.
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| **Experience*** Proven working experience in capital project delivery and contractor management.
* Proven experience of construction processes, CDM and H&S legislations.
* Experience of managing and directing refurbishment or new build projects
* Public sector experience of contract procurement and operational procedures
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| **Skills, Knowledge & Abilities*** Detailed knowledge of client side project management and contract control.
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| * Knowledge of project management tools and techniques with experience of applying these to ensure successful project outcomes.
* Excellent communication and presentation skills both verbal and written.
* Ability to manage workload and undertake prioritisation to meet deadlines.
* Ability to build and manage relationships with a wide range of stakeholders, working across teams in a positive and constructive manner to achieve results.
* Proactive approach, show initiative and handle issues as they arise
* Excellent negotiating skills.
* Able to work flexibly across South Ribble and Chorley as required
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 **You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team