

Job Profile

Position Details	
Post	Capital Projects Manager
Service Area	Environment & Neighbourhoods / Organisational Resilience
Reports to	Commissioning & Client Manager – Corporate Contracts
Grade	PO6
Job Family	To be completed by HR

Role Purpose
The Capital Projects Manager is responsible for a small team (3 FTE) who deliver capital programmes of minor works across the schools and corporate estates. The team also delivers the Schools Property Advisory Traded Service and is responsible for compliance across the schools and corporate estates.

Main Responsibilities
<ol style="list-style-type: none"> 1. To manage the capital programme of works for schools and corporate estate, ensuring the programme is managed in line with financial and procurement processes, and that works are delivered in timescale. 2. To manage the Corporate Contract's Capital Projects team, including schools advisory service (a traded service with Haringey's schools). Ensure staff are managed in line with the Council's policies on sickness, performance management, delivery of performance appraisals, support and development. 3. To lead and develop a customer-focused service, ensuring transparency of capital works and clear communications with partners and stakeholders. 4. To lead the commissioning of minor works, including specify works and demonstrating a good technical understanding. 5. To ensure a robust commissioning approach is followed, to secure the best outcomes and value from our capital investments. 6. To ensure Project Management processes are followed, and projects reported to Board as appropriate. 7. Ensure that all works are prioritised and this is co-ordinated and communicated with partners as necessary. 8. To ensure robust record keeping is in place, to build and maintain a database of building information; 9. To complete monthly budget monitoring and reporting of capital spend. 10. To manage relationships and expectations with key partners, stakeholders and enablers including the AD for schools, the major Capital Projects Team, finance and procurement.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

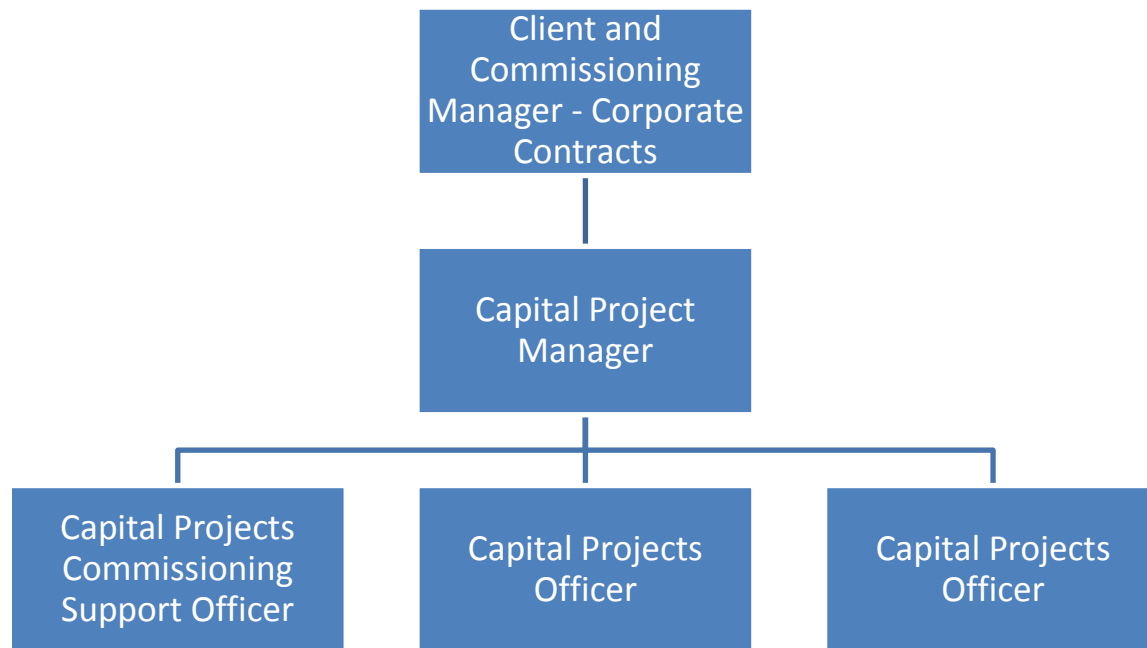
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. A successful track record of delivering complex capital works programmes.	E
2. Strong technical understanding and experience, to enable the post holder to specify, commission, project manage and procure technical works and services, either directly or through the team.	E
3. Member of a relevant professional body, and relevant technical qualification	E
4. Knowledge of facilities management and management of capital estates.	E
5. Ability to manage and successfully deliver multiple projects and works programmes at one time, across different sites.	E
6. Ability to work with elected members, local community representatives, partners and other stakeholders to deliver successful projects.	E
7. Ability to meet deadlines, work under pressure, and to short time frames.	E
8. Experience of managing staff and leading a high performing team.	E
9. Able to establish and maintain positive relationships to ensure successfully delivery of outcomes.	E
10. Committed to the achievement of equal opportunities in both employment and service delivery.	E
11. Good understanding of local government and its political framework, and the challenges faced in local government.	D E
12. Excellent written and oral skills.	
13. Good understanding of how the service contributes to Corporate Priorities, and able to ensure services can shape and contribute to this.	D
14. Good understanding of Haringey's values and ability to translate these into practice through a professional working attitude.	E

Main Contacts & Other Information
<u>Main Contacts:</u> Head of Major Projects Team Programme and Project Managers in the Major Projects Team AD for Schools Finance Procurement

Other Information:

This position does not require the post holder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure



Additional Information

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis. If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	60%	Use of a computer.	Y	50%
Audio typing.	N		Crisis or conflict situations.	Y	<5%
Walking more than a mile.	Y	5%	Manual handling.	Y	<5%
Working alone or in isolation.	Y	<5%	Working in confined spaces.	Y	<5%
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Y	<1%	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	Y	<5%
Outdoor work involving uneven surfaces.	Y	<5%	Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Y	<5%	Working at heights / on ladders, roof work.	Y	<5%
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Laptop and mobile phone Budget management for capital and revenue budgets
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Responsible for record keeping for schools and the corporate estate
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
Yes – Corporate Contracts includes landlord responsibilities for the council's estate including schools. Responsible for compliance, security and repairs.