

Job Profile

Position Details	
Post	Project Manager
Service Area	Housing, Regeneration and Partnership Directorate – Project Delivery Team
Reports to	Senior Project Manager
Grade	PO5
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> The Project Manager will manage schemes to construct, refurbish, adapt and maintain Haringey's premises in line with corporate objectives, and government legalisation. They will assume a proactive role, leading the project team to deliver high quality and value for money projects using effective project management techniques. Assist Senior Project Managers in project delivery on larger and complex projects (predominantly construction related) To be an effective and active part of the wider Project Delivery Team ensuring cover and mutual support.

Main Responsibilities
<ol style="list-style-type: none"> Plan, monitor, control and successfully project manage an increased range of low to medium value (project value up to £1,000,000) and/or medium complexity (construction stage will be delivered in a single phase; change will have a impact on council business activity; and or members may show some interest and /or have a role in shaping the project) capital projects (predominantly construction related) from inception to completion under minimal supervision of a Senior Project Manager. To project manage medium non-construction related projects (I.T. hardware, voice and data, decanting, removals, and fit out (furniture, fixtures and fittings). To assist Senior Project Managers in the planning, management and delivery of medium to large value and or medium to very complex capital projects (predominantly construction related). To assist Senior Project Managers and/or Head of Project Delivery in the development and agreement of programmes/portfolios with project sponsor(s) and/or client officers. Co-ordinate the collection of all relevant advice and information from the appropriate sources that will assist in risk management, decision making and project delivery. Effectively manage the project teams so that the agreed project objectives and success criteria are achieved.

7. Co-ordinate the effective preparation and maintenance of the project plan and use to control, monitor and evaluate project progress and performance.
8. Develop an effective communication plan to include all appropriate stakeholders and to co ordinate and manage its implementation.
9. Provide leadership for the project team and establish and maintain effective relationships between the key stakeholders.
10. Deliver effective performance reviews and provide regular feedback to the project sponsor, project team and other key stakeholders.
11. Carry out effective action planning to bring variations from the project plan back on track where appropriate.
12. Carry out post project review in order to measure actual against planned success criteria following practical completion.
13. Establish the appropriate management and maintenance arrangements following practical and final completion, capturing and sharing the lessons learnt to enable service improvement.
14. Effectively manage the collection of and provide all required project information, to inform, update and report on performance against set standards and other related Key Performance Indicators using a variety of databases and sources
15. Exercise effective financial management and control of approved resources to ensure that the contractual financial obligations are met in accordance with the service performance objectives and standards.
16. Provide a proactive customer oriented approach to communication and consultation with all stakeholders at all levels.
17. Ensure that project records, files and any related documentation are maintained up to date.
18. To carry duties in accordance with the Council's Health and Safety policies and relevant statutory requirements and obligations.
19. To be able travel, visit and meet at various premises, offices, and construction sites within and outside of the London Borough of Haringey but within the United Kingdom during and outside of core working hours for at least but not limited to two days per week.
20. To be responsive to the needs of the Project Delivery Team and the wider business unit in that it is not always possible to operate to fixed normal working hours thus ensure that work is completed when required and in response to the operational needs of the service, for example, attend publicity and consultation events as required.

Generic Responsibilities

1. To be an effective and active part of the wider Project Delivery Team ensuring cover and mutual support.
2. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
3. Knowledge and experience of using IT and packages such as MS Project.
4. To be responsible for the safekeeping of various assigned physical resources such as laptops/smart phones/other council provided equipment within and outside of the Haringey council premises.
5. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
6. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences	
<ul style="list-style-type: none"> Experience in the planning, managing, monitoring and delivery of low to medium value (project values between £250,000 to £1,000,000) and low to medium complex and (preferably construction related) projects from inception to completion. 	Essential
<ul style="list-style-type: none"> Experience of assisting Senior Project Managers in the planning, management and delivery of medium to large value and or medium to very complex capital projects (predominantly construction related). 	Essential
<ul style="list-style-type: none"> Experience of procurement methods and management of design, cost and construction related consultants and construction contractors. 	Essential
<ul style="list-style-type: none"> Experience of developing and agreeing the scope, budget and programme with the project sponsor and the commission of approved design, cost and construction related consultancy services. 	Essential
<ul style="list-style-type: none"> Ability to effectively manage the project teams under supervision so that the agreed project objectives and success criteria are achieved. 	Essential
<ul style="list-style-type: none"> Experience of using Microsoft Office and other core office systems/tools. 	Essential
<ul style="list-style-type: none"> Experience of using Microsoft Project or similar 	Essential
<ul style="list-style-type: none"> Experience of working within a group of staff/team within a programme and project setting. 	Essential
<ul style="list-style-type: none"> Experience of working effectively with a wide range of teams, individuals and organisations. 	Essential
<ul style="list-style-type: none"> Experience of working in a large multi-functional organisation or business within either the public or private sector, within a programme and/or project management and/or asset management and/or education and/or construction related field. 	Essential
<ul style="list-style-type: none"> Experience of public/stakeholder/end user consultation and communication. 	Essential
<ul style="list-style-type: none"> Experience of working with nurseries, schools, governors, head teachers and other stakeholders in the education sector. 	Desirable
<ul style="list-style-type: none"> Experience of providing customer focused services and working with the public. 	Essential
	Essential

<ul style="list-style-type: none"> • Ability to prioritise activities effectively in order to maintain the optimum level of service to the Project Delivery Team, the wider Housing, Regeneration and Planning directorate, Haringey Council and its citizens. 	Essential
<ul style="list-style-type: none"> • Good experience of communicating with colleagues, service users and/or customers and other stakeholders clearly and coherently verbally and in writing. 	Essential
<ul style="list-style-type: none"> • Ability to forward plan and the confidence to act on own initiative and/or under minimal supervision. 	Essential
<ul style="list-style-type: none"> • Good leadership skills and the ability to make things happen. 	Essential
<ul style="list-style-type: none"> • Ability to produce clear and comprehensive reports and letters under supervision. 	Essential
<ul style="list-style-type: none"> • Ability to attend occasional evening/weekend project related consultation and/or information meetings and/or events. 	Essential
<ul style="list-style-type: none"> • Budget management experience and skills 	Essential
<ul style="list-style-type: none"> • High level of self management and organisational skills 	Essential
<ul style="list-style-type: none"> • Problem solving and negotiation skills 	Desirable
<ul style="list-style-type: none"> • Experience of working in an inner city environment with diverse ethnic communities. 	
Qualifications	
<ul style="list-style-type: none"> • Educated to degree level in a construction or project management related field (or three years relevant experience). 	Essential
<ul style="list-style-type: none"> • Project management related qualification is desirable such as Prince2 Foundation or Association of Project Managers Foundation certification (Practitioner preferred) or demonstrable career development activities 	Essential
<ul style="list-style-type: none"> • Construction related qualification 	Desirable
Knowledge/Skills	Desirable
<ul style="list-style-type: none"> • Knowledge of Local Government and public sector with a good understanding of associated issues within the public sector. 	Essential
<ul style="list-style-type: none"> • Knowledge of Programme and/or Project Management Office processes. 	Essential
<ul style="list-style-type: none"> • Good knowledge and understanding of programme, project, property and education issues within the public sector. 	Desirable
<ul style="list-style-type: none"> • Good knowledge and understanding of construction related consultant and contractor procurement methods. 	Desirable
<ul style="list-style-type: none"> • Good knowledge and understanding of procurement within the public sector. 	Essential
<ul style="list-style-type: none"> • Good knowledge and understanding of relevant project management tools and Prince2 methodology. 	Essential
<ul style="list-style-type: none"> • Good knowledge and understanding of Building Control planning legislation, Construction Design and Management Regulations, Party Wall Act. 	Essential
<ul style="list-style-type: none"> • Knowledge and understanding of equality issues in relation to service provision and community participation. 	Essential
<ul style="list-style-type: none"> • Good budget management skills. 	Essential
<ul style="list-style-type: none"> • Good leadership skills 	Essential
<ul style="list-style-type: none"> • Good interpersonal, and verbal communication skills 	Essential
<ul style="list-style-type: none"> • Good problem solving and negotiation skills 	Essential
<ul style="list-style-type: none"> • Good level of self management and organisational skills 	Essential
<ul style="list-style-type: none"> • Good IT skills 	
The range of competencies applicable to the post are:	
<ul style="list-style-type: none"> • Managing relationships and team working - able to build and maintain effective working relationships with a range of people. Good interpersonal skills and working effectively within a team environment to achieve 	

<p>common and agreed goals. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.</p> <ul style="list-style-type: none"> • Self-discipline and Organisation: Ability to prioritise activities effectively in order to maintain the optimum level of service to the Project Delivery Team, Haringey Council and its citizens • Communicating effectively and Appreciating Diversity: Excellent communication skills. Communicating with colleagues, service users and/or customers and other stakeholders clearly and coherently verbally and in writing. Provision of customer focused services and working with the public. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies • Innovation and Finding Solutions: Anticipates executive support needs and establishes systems • Customer Focus: Promotes a positive image of the work which can be undertaken within the support team, how this can benefit the stream and markets this to the rest of the project and programme delivery teams/office. • Political and Organisational Awareness: A good understanding of associated issues within the public sector. • Impact & Influence: Ability to get buy in and commitment to a shared vision from project teams. Has a strong communication style and creates momentum and excitement about what needs to be done. Employs a range of influencing strategies. • Achievement Focus: Shows determination over time to achieve goals within approved budgets, overcomes challenges & obstacles. • Self-Awareness & Confidence: Knows own strengths & limitations in providing leadership and management that makes a difference. • Use of Power/Hold to Account: Holds others accountable for delivery of targets and is directly accountable for their team performance. • Empowering & Developing Others: Provides spaces for people to be creative, innovative & take risks so they can develop in confidence & ability. 	
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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Head of Project Delivery 2. Senior Project Managers 3. Wider Project Delivery Team 4. Project Office Lead 5. Various internal and external clients: Schools and Learning Service; Children's Services; Asset Management; Procurement; Environmental Services; Housing Service; Adult Social Services;

Commissioning Services; Tottenham Programme; various other business units/directorates and partnering organisations such as the Greater London Authority.

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Organisational Structure

Please note that the Project Delivery Team is shortly commencing a structure review.

Additional Information

Please complete the additional information as fully as you can.

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?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

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.	Yes	70%	Use of a computer.	Yes	80%
Audio typing.			Crisis or conflict situations.	Yes	<1%
Walking more than a mile.	Yes	<1%	Manual handling.		
Working alone or in isolation.	Yes	<10%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Yes	<1%	Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Yes	< 1%
Outdoor work involving uneven surfaces.	Yes	<20%	Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
			Working at heights / on ladders, roof work.	Yes	< 1%
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.	Yes	< 1%
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
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:
None
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:
None
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:
None
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:
None
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:
None