

Capital Programme Manager– Grade 14

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. As a Capital Programme Manager in the Council's Capital Development and Delivery Section, you will possess the necessary skills to support, motivate and lead people, contributing to the continuous improvement and development of the Service and its employees. As a competent Senior, you will promote best practice in project and programme management, cost control, construction procurement, commercial and contractual aspects affecting service delivery, including applying information technology to best advantage. You can expect commitment to your personal and career development.

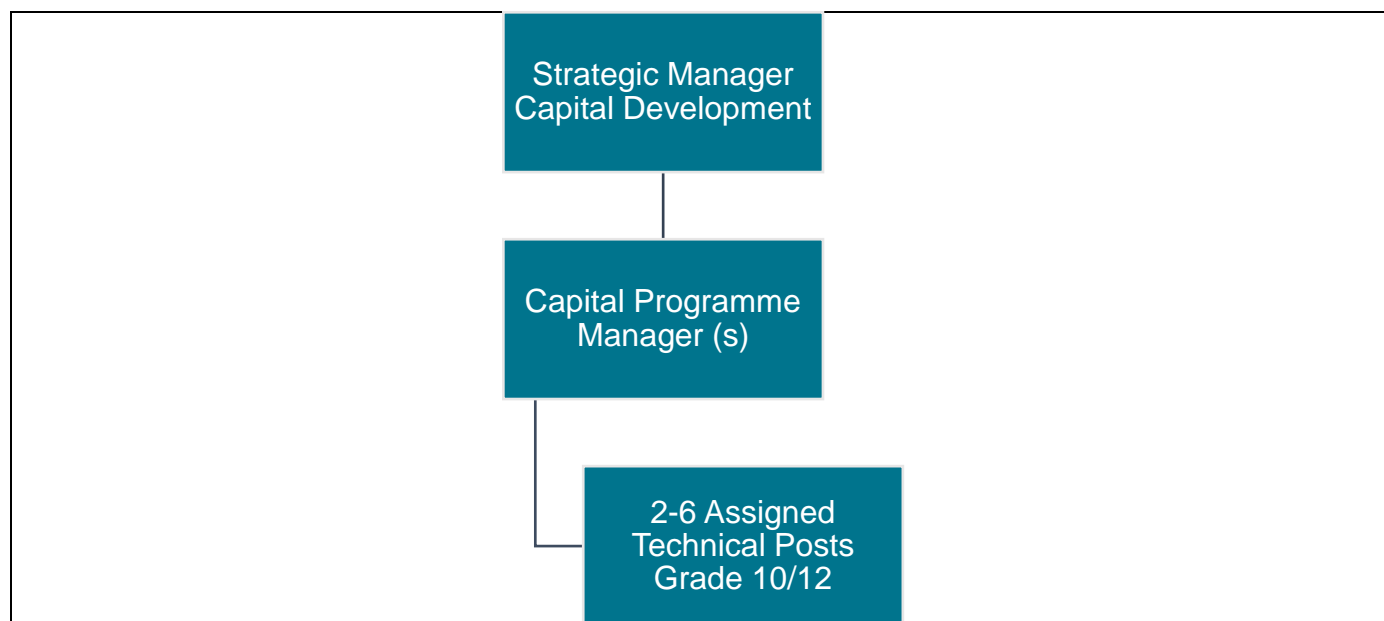
This role is based within Growth and Regeneration. Find out more about [working for Kirklees](#).

Key areas of responsibility

- As Capital Programme Manager, you are required to provide management and technical support to the team and work in a supportive manner with colleagues and partners to contribute to the needs of the Service customers.
- The Service is responsible for the strategic leadership and management of the Council's land and property portfolio. The Capital Delivery team are responsible for the programme, commercial/ contractual and project management of major capital investments and the provision of professional support in the category of construction procurement across the Council. You will also be required to undertake the Project and Programme Management of non-construction projects.
- Undertake project management and commercial/ contractual management duties on a range of capital projects involving multi-discipline and single discipline teams preparing new build, refurbishment, and remodelling building contracts. This will include the management of capital programmes, commissions, budgets and the supervision of consultants and suppliers where necessary to ensure successful holistic project delivery. The provision of accurate and timely cost control and the promotion of high standards in relation to cost control is particularly important.
- Deliver assigned projects in the Council's capital and revenue investment plans (predominately associated with the built environment) and manage staff within a commercial environment.
- Provision of useful, accurate and understandable advice to Elected Members, Council, Cabinet, Scrutiny Committee, Senior Council Officers etc.
- Required to attend meetings on site and/ or outside of normal office working hours.
- Achieving team aims and improving staff performance, responding to change to improve service delivery. Meeting customer expectations.

- Effectively manage resources to meet financial targets and service objectives. Planned workloads to meet target aims, reprioritise resources to meet deadlines. The service is cost effective.
- Achieving personal targets and identifying development needs, effective contribution to organisational goals.
- Positive working relationships with customers and colleagues to ensure project objectives are delivered in a courteous and professional manner.
- Portfolios, Programmes and Projects managed effectively by employing robust project management principles and control measures. Meeting Service key performance indicators, customer objectives and capital programmes. Timely and relevant information provided on programme and budget matters
- Commissions are co-ordinated and completed in full, to the quality, time, and cost requirements of the brief. Fees are agreed and resources utilised to achieve the financial target required for each commission.
- Where required, suitable external design consultants are appointed from the Council's Consultancy Framework and effectively managed.
- High standards of customer care and professionalism are always observed when dealing with customers and colleagues through effective communication methods.
- Meet customer objectives and determine appropriate procurement arrangements.
- Customer feedback is built into service delivery and any customer complaints are dealt with effectively.
- High standards of professionalism in the delivery of services. Levels of competency are maintained within the team in accordance with the requirements of the appropriate professional body. Projects are delivered to uniform standards following the quality management procedures of the Service.
- Ensure Capital Programmes and complex projects are planned, managed, and monitored using computer applications.
- Maintain full compliance with all statutory requirements, codes of practice, current legislation and standards in relation to building construction and the use of buildings.
- Construction Partnering Frameworks are set up when required. Target price frameworks and open book cost mechanisms are set up and commercial agreements negotiated. Cost mechanisms are managed and monitored against capital allocations, ensuring full control or construction risk and change at all times.
- Ensure that the Council is up to date with changes to construction law, procurement strategies and other developments affecting the built environment at local, regional, and national level.
- Working with the Strategic Manager ensure that the Council has robust and flexible procurement strategies in place to deliver the Council's capital plan ensuring that local and national agendas have been considered.
- Pollution is prevented and environmental performance is continuously improved in accordance with environmental policies and legislation.
- All sectors of the community are recognised to ensure the appropriate level of service is available to everyone. Individual and institutional barriers are addressed to achieve equality for both employees and customers of the Council.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Extended previous formal training, to graduate or professional qualification level, or equivalent, plus training or experience in the application of the knowledge to the specific requirements of the post.	Essential
Significant demonstrable experience of project management or quantity surveying at a senior level.	Essential
Experience within a large organisation in a first line supervisory position within the last 5 years.	Essential
Significant experience of managing multiple stakeholder needs, employing robust management plans to manage stakeholder needs and expectations.	Essential
Significant knowledge and experience of procuring large contracts, including framework agreements, large capital schemes, repair and maintenance, ensuring European and other legislative compliance.	Essential
Significant knowledge and experience of public sector financial procedures and people management.	Essential
Proven track record of service delivery to an agreed level of performance and standard.	Essential
Team player style of approach, ready to take on any challenge with a "can do" attitude.	Essential
Experience of managing customer expectations	Essential
Travel to various locations to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (exceptions can be made for disabled applicants).	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This post requires you to work flexible hours, including occasional evenings and weekends.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Economy & Skills	Grading ID	61340
Job ID	80103155	Last Updated	November 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	ML		