

Project Manager (Construction) – Grade 12 (Economic Resilience)

The Kirklees area has built on its proud industrial heritage by being a place that encourages innovation and entrepreneurship. Our vision for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives. This vision is supported by our Health and Wellbeing and Economic Strategies and backed up by our newly adopted Local Plan and a transformative investment program. This is an exciting and challenging time and we are currently expanding our team to manage and deliver construction related projects, to achieve the Council's ambitions. The Council aims to revitalise Huddersfield Town Centre, transform Dewsbury Town Centre and North Kirklees, deliver significant housing growth in line with the new Local Plan and provide the infrastructure required to enable this to happen including new schools, leisure facilities, specialist accommodation and roads. As a Lead Officer in the Council's Capital Development and Delivery team you will be required to provide Leadership, Direction and Project Management support to the wider team, working in a supportive manner with colleagues and partners to contribute to the needs of the service. The Capital Development and Delivery team provides Client-side construction-based project management and quantity surveying services to the Council. The team delivers a wide variety of major projects and programs involving new build and extension / remodeling schemes relating to schools, leisure centers, offices, depots, blocks of flats, listed buildings for example. This involves large scale and increasing Capital investment which currently includes circa £180m of Corporate Capital Projects and the £250m Blueprint for Huddersfield. Find out more about [working for Kirklees](#).

The Job

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 be required to provide direction and project management support to the team and work in a supportive manner with colleagues and partners to contribute to the needs of the service customers.

Your role will be to undertake project 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 projects, commissions, budgets and the supervision of external consultants where necessary. You will provide accurate and timely cost control and the promotion of high standards in relation to cost control is particularly important.

You will lead in promoting best practice in project management, cost control and commercial and contractual aspects affecting service delivery, including applying information technology to best advantage. Projects are delivered to uniform standards following the quality management procedures of the Service. As a competent practitioner 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.

You will be required to deliver assigned projects in the Council's property related capital and revenue investment plans and manage staff within a commercial environment. You will be required to provide useful, accurate and understandable advice to Elected Members, Council, Cabinet, Scrutiny Committee, Senior Council Officers etc.

Job Checklist

- 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, reprioritised resources to meet deadlines.
- Maintain high standards of professionalism in the delivery of services and ensure levels of competency are maintained within the team in accordance with the requirements of the appropriate professional body.
- Ensure full compliance with all statutory requirements, codes of practice, current legislation and standards in relation to building construction and the use of buildings.
- Contract documents are prepared to suit the adopted form of contract and procurement route.
- Build and maintain effective working relationships with customers and colleagues to ensure project objectives are delivered in a courteous and professional manner.
- Communicate effectively, both verbally and written to a range of audiences, including internal and external suppliers, contractors, Senior Managers and Council members.
- Lead and manage projects in a multi-disciplinary team environment, setting clear objectives and standards in the delivery of service needs.

Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other, our customers and stakeholders.

Using your extensive construction knowledge and technical expertise you will professionally lead and manage construction related projects and programmes of work, from the Client-side perspective, which support the delivery of major capital investments and the provision of professional support in the category of construction procurement across the Council.

Your excellent communication skills will allow you to motivate and lead teams, provide leadership and direction in the successful delivery of construction related projects from inception through to completion.

With your commitment to high standards, strong customer focus and reputation for delivering successful projects, you will manage risk and take a creative approach to problem solving to make a difference and achieve positive and measurable outcomes. Excellent IT, analytical, literacy and numeracy skills will allow you to produce/develop concise briefs, business cases, contract documentation, specifications for delivery of capital projects.

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

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation

This role is at level 2. Please read our [Behaviours and Expectations](#). These will be tested throughout the selection process.

Individuals must be able to travel independently to and from locations away from the office such as construction sites or consultant's offices. In addition, individuals need to be able to visit construction sites, and be able to ascend and descend scaffolding as an example, on accompanied visits

Person Checklist

- A construction related qualification to a graduate or professional qualification level, plus post qualification experience in the application of the knowledge for delivery of construction related capital projects and services, or detailed demonstrable and relevant experience in leading and delivering major construction related capital projects, utilising formal Project Management Methodology i.e. Prince2 as an example.
- Planning, delivering and evaluating a series of interrelated activities, undertaken to achieve a specific end result within a set time-frame, working to formal project management methodology and use of current IT planning, reporting and monitoring software packages.
- You will require knowledge and experience gained from working within a multi-disciplined professional design environment in order to carry out the full range of this post's duties.
- You will have an understanding of the council's front line services and an appreciation of implementing change programmes linking to service and business needs. An appreciation of the public sector political environment and decision making processes.
- The development of the professional, commercial, contractual and legal factors affecting the Service. Understanding of construction and procurement processes, contract administration, technical language and information, interpreting these for others. The ability to apply financial control and manage the complexities of multi and single disciplinary design projects in a politically sensitive and commercial environment.
- A proven track record in delivery of construction related projects, managing complex organisation, programme/s and project risks.
- Managing, controlling and using financial resources, assessing financial implications of actions, monitoring and reporting on variances, identifying remedial actions as a result of variances.

Expects that an Enhanced DBS check will be required. Read our [Policy Statement on the Recruitment of ex-offenders](#)

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular 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 Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you met the requirements of the job as described under "The Person and Person Checklist"