Job Title: Capital Project Manager	
Job Evaluation Number	6700299

JOB DESCRIPTION

Job Title: Capital Project Manager	**Location:** HQ North, Fountain Court
Job Family: Business Support	**Role Profile Title:** Senior Manager
Reports To: Capital Schemes Manager	**Band level:** 5K
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE**: Define the role, put simply, why it exists.

The overall purpose of the role is to: as a senior Project manager be responsible for the development and delivery of capital & large revenue projects from establishing the initial brief with the 'internal' client through the construction phase to practical completion, and final account stage.

b. **KEY ACCOUNTABILITY AREAS**: Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:
1. Perform the role of the client side Project Manager with responsibility to undertake surveys of buildings, in order to identify the scope of proposed works and agree client requirements; to prepare designs and specifications to facilitate tendering of building contracts, to appoint contractors, oversee their work and manage projects to agreed timescales and approved budgets.
2. Carry out sufficient work to establish the key elements of a project to allow the identification of preliminary cost estimates for forward budget planning purposes.
3. Research, identify and agree the requirements of internal clients and liaise with other specialists such as ICT, CPDA and Force Security in relation to specific proposed building projects. Individual projects or cumulative programme costs typically in a range £100k - £3m.
4. Prepare briefing information to facilitate tendering and commissioning of external consultants; to supervise consultants in producing detailed project proposals; to subsequently oversee the consultants in managing project procurement and delivery to practical completion.
5. Take a lead role within the force on either Disability Accessibility or the Construction Design and Management Regulations, through the development of policies, standards and procedures to be implemented by members of the department within the force's estate.
6. Report on project costs at pre-tender and tender stages; to monitor and report on project programmes and cost profiles during the construction phase ensuring all cost variations are fully reconciled and approval is obtained in accordance with financial rules and force/department procedures.
7. Prepare and submit monthly project review reports for internal capital team meetings, and for progress monitoring meetings with the Capital Schemes Manager. To plan and prioritise workload effectively to ensure that critical project milestones are achieved and report where there is variance.
8. Ensure building projects comply with all requirements in connection with planning permission, Building Regulations, CDM Regulations and all relevant health and safety considerations.
9. Consult, advise and liaise effectively with colleagues in the Maintenance Team, so that they are appropriately informed as necessary, and to ensure that record drawings, Health and Safety files and operation and maintenance manuals are available at the completion of every project.

10. Participate in formal post project reviews, in order to establish the extent to which schemes have met their stated objectives, have been delivered in accordance with the agreed brief, have addressed internal stakeholders realistic expectations, and that future 'lessons learnt' have been identified.

c. **DIMENSIONS**: Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:
The post holder will be expected to Project Manage the larger Revenue funded projects and a wide range of medium to large sized Capital funded construction projects. As such they will be expected to manage all the key issues that are found within any major construction project, these include: management of risk, design development and change, conflicting client priorities, cost control, contractual issues. The post holder will be dealing with a significant number of projects of varying sizes and complexity at any one time and will therefore have to multi-task effectively and deal with a number of differing problems/issues at one point in time. The scale of the larger projects could put the organisation at risk if issues are not dealt with correctly.
The impact of the project undertaken by the post holder will have a substantial operational impact across LPA's and other departments and will therefore have performance implications. Due to this there will often be a wide stakeholder group that may cut across LPA/OCU boundaries who will in many cases have conflicting priorities for the project.
The post holder will be responsible for the delivery of a substantial programme of work comprising a number of revenue funded projects with a usually 2-4 larger (normally capital funded) projects at any one time.
The programmes of work that the post holder will be managing have substantial budget allocations. Included within this budget allocation will be significant contingency amounts that the post holder will have the authority to allocate without further authorization. The use of other resources such as the employment of consultants will be within the remit of the post holder to procure and use as the PLO deems appropriate.
The Capital Project Manager will be the force lead specialist on certain key statutory compliance H&S issues such as DDA or implementation of the Construction (Design and Management) Regulations 2015. The post holder will also lead on technical issues such as development of the Standard Specification or the maintenance of CAD standards.

d. **CHARACTERISTICS OF THE ROLE**
Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	***E/D***
1. Professional Qualification: Educated to degree level with membership of one of the following professional bodies or membership of a professional body of comparable standing: Royal Institution of Chartered Surveyors (MRICS), Chartered Institute of Building (MCIOB), Royal Institute of British Architects (RIBA), Chartered Institute of Building Services Engineers (CIBSE).	E
2. Able to demonstrate extensive post qualification experience of construction technology, design & project management of a diverse range of construction projects, including new buildings, refurbishments, and complex projects incorporating building services modifications and installations.	E

3. Experience of delivering complex projects within occupied buildings and maintaining functionality by managing and minimising disruption to users.	E
4. Experience of managing complex technical liaison between client, consultant and contractors.	E
5. Sound understanding of the Disability Discrimination Act 2005 Part III, and of incorporating accessibility compliance works within building projects and/or Construction Design & Management Regulations.	E
6. Substantial experience of financial and budget management.	E
7. Experience and proficiency in the use of IT systems, including Microsoft Outlook, Word, Excel, Project and specialist commercial surveying proprietary applications.	E
8. Experience and proficiency in the use of AutoCad products including Revit, and the implementation of BIM.	D
9. Experience of working in both the public and private sector.	D