

# Job description

Post title: Senior Project Manager - Fire Team

Service area: Housing Property Services

Grade: P05

Reports to: Group Leader - Fire Safety Team

Your team: Capital Programme Delivery

Number of supervisee: none

## Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their very best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. To do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism, and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are professionally managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Work style

Flexible/Office-Based/Site Visits as required

## Primary Job Function

To deliver, from conception through to completion, large and complex building projects remaining on schedule and within budget.

The Senior Project Manager will be responsible for leading and co-ordinating a Project team of professional and technical staff.

The works will generally be undertaken by a contractor appointed under a bespoke NHF contract . However, works may occasionally be procured by means of traditional competitive tendering using JCT forms of contract.

The Senior Project Manager will operate as an ambassador for Islington Council when dealing with residents, contractors, and external agencies.

The Senior Project Manager shall be committed to work to Islington's core principles, key aims and Business Plan.

## Key responsibilities

1. Be responsible for all aspects of Project Management for a number of projects and co-ordinate the work of other staff relating to those projects. Ensure that projects are delivered on time, to budget and to the required quality.
2. Carry out the full duties of Lead Designer during pre-contract phase and that of a Contract Administrator once works start on site. Lead risk management and value engineering exercises.
3. Provide all services in line with recognised professional standards, ie. ARB, RIBA and RICS, except as far as the duties and responsibilities are modified by Islington Council's internal regulations and procedures.
4. Ensure that all the information required by Islington Council in relation to a project is provided in the form and at the time required (including but not limited to) :

- Tender Acceptance Reports for Senior Management
  - Information required by the Home Ownership Unit for the purposes of leaseholder consultation and leasehold service charge calculation
  - Regular (monthly) progress reports and project status forms
  - Entry of data onto Islington's property database
  - Provision of data in relation to works affecting energy efficiency
  - Completion of timesheets
5. Ensure effective lines of communication exist between all members of the project team, colleagues, and Senior Management; to this end provide up to date monitoring information as and when required, prepare project reports, attend meetings etc
  6. Ensure that projects are effectively co-ordinated with any other planned works taking place on the same block or estate
  7. Attend and where necessary, chair evening meetings with residents and demonstrate a high level of customer commitment.
  8. Ensure appropriate development of project briefs and feasibility studies. Provide advice for the Group Leader regarding changes needed to project briefs, where appropriate
  9. Ensure the highest standard of design, budget control and contract management on all projects, paying regard to health and safety, accessibility, energy efficiency, sustainability, and maintenance in accordance with Islington Council's procedures.
  10. Provide advice and guidance as appropriate concerning contract procurement, design and preparation of schemes, specifications, estimates, selection of materials and equipment, contract, and project management matters.
  11. Monitor progress of duties against project programmes and targets.
  12. Ensure work is in accordance with required standards and current regulations.
  13. Examine schemes for feasibility, viability and for adherence to Islington Council's standards, policies, and practices.
  14. Liaise and negotiate with Government department, consultants, statutory undertakings, and other relevant organisations.
  15. Examine tenders, invoices, accounts, and claims rendered by contractors and respond appropriately.
  16. Ensure adequate liaison with other Council Departments concerning, design, maintenance, and user satisfaction feedback.
  17. Undertake investigation and practical research, if required, in relation to new techniques, products and services within the building industry.

18. Monitor fees as required; take corrective measures as necessary and ensure that work is completed within their time and fee allocations. Ensure work is conducted in a cost effective and competitive manner.
19. Participate in the processes for evaluating tenders for the appointment of contractors and sub-contractors, in accordance with Islington's procurement policies
20. Assist in preparing ongoing programmes of resources and fee income.
  - Ensure adherence to building and Contract Law.
  - Provide a surveying and planning supervisory service.
  - Work in a corporate, co-operative, and collaborative way with other colleagues across Islington Council.
21. To ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.
22. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
23. At all times carrying out duties and responsibilities within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy).
24. Carry out duties and responsibilities in accordance with the Council's Health and Safety policy and relevant Health and Safety legislation.
25. Undertake continuing professional development.
26. Carry out any other minor and/or non-recurring duties, appropriate to the post as may be directed.
27. Recruitment to this post is subject to satisfactory disclosure through the Criminal Records Bureau.

## Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	Recognised construction – related qualification to at least HNC or HND level with a demonstrable record of accomplishment as a project manager on large and moderately complex projects.	Application
2	Member of recognised and relevant professional body or willingness to study for this attainment.	Application
3	A recognised Fire Safety qualification	Application

### Experience

Essential criteria	Criteria description	Assessed by
4	Experience in managing the quality of large-scale fire remedial projects on residential buildings.	Application/Interview
5	Experience in leading and motivating fire safety teams.	Application/Interview
6	Extensive report writing skills.	Application/Interview/Test

### Skills

Essential criteria	Criteria description	Assessed by
7	Demonstrable experience and knowledge of building construction and design, maintenance, repair, and refurbishment in relation to public	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
	sector housing and / or other public buildings from inception to completion.	
8	Ability to effectively manage and lead on several projects at any one time.	Application/Interview
9	Ability to effectively communicate both verbally and in writing with other colleagues, technical and non-technical working parties, external clients and agencies, Councillors and committees, tenants, leaseholders, contractors, and consultants.	Application/Interview/Test
10	Ability to draft technical reports.	Application/Interview/Test
11	Thorough knowledge of building construction. Ability to write specifications, obtain planning approvals and project manage the project staff.	Application/Interview/Test
12	Thorough knowledge of building legislation, building contracts and the Building Regulations.	Interview/Test
13	Ability to prepare project programmes, and manage projects accordingly, coordinating and managing resources efficiently and appropriately.	Application/Interview/Test
14	Ability to assist in developing, planning and implementing policy for the Capital Programme Section.	Application/Interview
15	Ability to assist with staff recruitment, training, development, welfare, and safety of staff within the Service.	Application/Interview
16	Ability to brief, direct, and monitor consultants	Interview
17	Ability to attend and chair evening meetings.	Interview
18	Ability to adhere to the Council's Equal Opportunities and other relevant policies to ensure that services are developed and delivered within this framework and according to the Council's standards.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
19	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	

# Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

