

**ROLE PROFILE**

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| **Post Title:** | Estates Project Manager  |
| **Grade:** | LC9 | **JE: 1822** |
| **Location:** | Police Headquarters |
| **Responsible to:** | Estates Programme Portfolio Manager  |

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| **Job Purpose:** |
| Management of Estates project work in line with Estates strategy, utilising Project Management methodology. Providing effective project management on refurbishment and development projects across the Constabulary |

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| **Key Responsibilities:** |
| **This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.*** To assume the role of Project Manager and Contract Administrator on a range of Estates and Facilities Management projects. Responsible for project delivery in line with the Project Lifecycle, ensuring delivery to time, cost and quality
* Completion of project management collateral in a timely fashion and adherence to Project Management methodology
* Leading Estates schemes, supervision of works, monitoring of Health and Safety, ensuring that acceptable quality standards of workmanship and performance are achieved, assuring payment certificates to contractors and overseeing handover and commissioning
* Management of project finances, working within Corporate Procurement financial regulations and standing orders to ensure compliance and that expenditure is controlled and all schemes are completed within budget and on time and agree final accounts with the contractors
* Utilising existing frameworks for the procurement of contractor and consultancy services to support the delivery of projects.
* Leading the procurement process on projects including preparation of tender documents
* Ensuring all projects are governed and assured, adhering to Estates project methodology
* Leading project meetings including progress meetings, governance meetings, and design team meetings
* In conjunction with QS (where applicable) produce project cost and cash flow models and manage all project finances, including project variations and final accounts
* To ensure projects make efficient use of accommodation through effective space planning
* Managing the design of projects working with either the in-house design team and/or external design team personnel.
* Prepare, submit and monitor planning and building regulation applications through to approval
* To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager
* Demonstrate a strong personal commitment to delivering and achieving value for money, whilst providing high quality service
* Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach
* Good awareness of Constabulary and Estates strategies, ensuring that all deliverables are aligned.
* To carry out any other duties which are consistent with the nature, responsibilities and grading of the post
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| **Behaviours :** |
| The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.For more details on these competencies please follow the link provided.<https://profdev.college.police.uk/competency-values/>This role is required to operate at or be working towards the levels indicated below: |
| **Resolute, compassionate and committed** |
| **Behaviour** | **Level** | **To be Identified by** |
| We are emotionally aware | 2 | Interview |
| We take ownership | 2 | Interview |
| **Inclusive, enabling and visionary leadership** |
| We are collaborative | 2 | Interview |
| We deliver, support and inspire | 2 | Interview |
| **Intelligent, creative and informed policing** |
| We analyse critically | 2 | Interview |
| We are innovative and open minded | 2 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

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| **Values :** |
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. |
| **Integrity** | **Impartiality** |
| **Public Service** | **Transparency** |

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| **Qualification**  |
| **Essential** | **Desirable** | **To be identified by** |
| HNC or relevant qualification equivalent to NVQ Level 4 in a Building / Construction related subject or willing to work towards within 3 years | Degree in a construction related discipline, e.g. Building Surveying, Quantity Surveying, Architecture | Application Form |
| Prince2 or equivalent Project Management qualification, *e.g. MSP Practitioner, MAPM, Agile, APMP* |  | Application Form / Interview |
|  | H & S qualification, e.g. IOSH, CDM or similar | Application Form / Interview |
|  | AutoCAD qualification | Application Form / Interview |
| **Knowledge / Experience** |
| Substantial experience of providing customer advice in a busy and often demanding environment, dealing with a wide range of technical and administrative queries |  | Application Form /Interview  |
| Experience of managing multiple construction projects. Ability to work on own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them | Experience of construction methods, details, materials and services | Application Form / Interview  |
| Experience in facilitating the coordination of CDM projects and carrying out client duties under CDM Regulations |  | Application Form / Interview |
|  | Demonstrable experience in the use and application of AutoCAD Architectural software packages | Application Form / Interview |
| Experience to organise, plan and prioritise workloads to deliver specific projects within given timescales and budgets with minimal disruption to the Constabulary |  | Application Form / Interview |
| Knowledge and experience of negotiating and administrating industry standard construction contracts including JCT and NEC |  | Application Form / Interview |
| Demonstrable experience of scheduling projects using Microsoft Project |  | Application Form |
| Knowledge and experience of Building Regulations, Codes of Practice and other relevant statutory legislation, for example, the Disability Discrimination Act | Knowledge of administrative process of planning legislation and site procedures | Interview  |
| Experience in providing accurate advice working to tight deadlines in a busy environment | Experience of dealing with issues of a confidential nature | Application Form |
| Experience of liaising and communicating orally and in writing effectively with people at all levels both internally and externally |  | Interview  |
| Experience of inputting, updating and maintaining computerised and manual filing/recording systems |  | Application Form / Interview |
| Experience in the use of Microsoft Office software applications including Microsoft Project |  | Application Form / Interview |
| Experience of utilising standard project management collateral (risk, highlight, RAIDEO) |  | Application Form / Interview |
| Experience of working with minimal supervision, organising and prioritising own workload, working on your own initiative, investigating problems, developing solutions and taking appropriate timely action to resolve them |  | Application Form  |
| Experience of developing working practices and procedures, ideally within a customer service environment |  | Application Form /Interview |
| Experience of chairing meetings and/or project teams |  | Application Form /Interview |
| Demonstrate self-motivation and willingness to develop self with the role |  | Application Form  |
| Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others |  | Application Form /Interview |
| **Other** |
| An acceptable level of sickness absence in accordance with the Constabulary’s Attendance Policy |  | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| To participate in "out of hours" emergency response service, when required |  | Interview |
| Full driving licence |  | Application Form  |
| A flexible approach to working hours and practices with the ability to travel on Constabulary business as required and commute to work during unsociable hours |  | Interview |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

 **Date last updated: 2 September 2020**