



ROLE PROFILE

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

Job Purpose:

Management of Estates project work in line with Estates strategy, utilising Project Management methodology. Providing effective support and management of refurbishment and development projects work undertaking the detailed design and contract administration of programmed Estates technical project schemes.

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 – RAIDEO, RTM, RACI, Highlight Reports etc.
- 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.
- Responsible for understanding and utilising frameworks across the department.
- Ensuring that all projects are governed and assured, adhering to Estates project methodology.
- Leading project checkpoints and governance, ensuring that escalations are sponsored appropriately.
- In conjunction with QS where applicable, agree valuations and final accounts and issue appropriate certificates.

- Undertake site and building appraisals in respect of planned project work and preparing CAD plan drawings.
- Act as a point of contact for the Estates department to advise client departments and provide technical advice at design and construction stages.
- To be responsible for space planning and space utilisation exercises to maximise the efficient use of accommodation. Liaising with colleagues to ensure OEA accuracy.
- Undertake the detailed design of schemes including the full range of plans and schedules to enable the invitation of tenders, construction and commissioning of a scheme.
- Integrate and liaise with colleagues and manage consultants involved in the design and construction process of planned projects within appropriately procured contracts.
- 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

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.

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

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		Application Form
Prince2 or equivalent Project Management qualification		Application Form / Interview
	H & S qualification	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	Experience of construction methods, details, materials and services.	Application Form / Interview

them		
Experience in facilitating the coordination of CDM projects and carrying out client duties under CDM Regulations	Experience of the issues and logistics around working in a live environment such as the Constabulary	Application Form / Interview
Demonstrable experience in the use and application of AutoCAD Architectural software packages	Knowledge of BIM and soft landings strategies	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 administering 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		Application Form

willingness to develop self with the role.		
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.		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 deemed appropriate.

Date last updated: 21 March 2019