


## GLPC Job Description

	<b>Job Title</b>	Senior Project Manager
	<b>Directorate</b>	Communities and Regeneration
	<b>Department</b>	Regeneration, Growth and Employment
	<b>Grade</b>	PO8
	<b>Reports to</b>	Head of Estates Regeneration Estates Regeneration Programme Manager
	<b>Staffing Responsibility</b>	<p>2-3 Assistant Project Managers</p> <p>Consultants – several project teams during the life time of each project comprising multi-disciplinary professional consultant teams eg architects, urban designers, cost consultants, structural surveyors</p> <p>Contractors – small to large size developer partners, employers agents.</p>

### Job Purpose:

1. To deputise as required, and support the Head of Estates Regeneration in securing the continuous development, improvement, efficiency and success of the department as a whole through effective leadership, budget management, strategic direction, planning, management and governance.
2. To be responsible for leading the delivery to time and budget of one or more of the Council's major capital regeneration projects in South Kilburn – including bringing forward opportunities, managing multi-million pound funding streams, monitoring project delivery, reporting on funding streams to external funders, compliance with senior level governance arrangements and complex inter-dependent project plans.
3. To support the Head of Estates Regeneration in securing the continuous efficiency and success of the department through effective leadership, project management, master-planning, financial management, monitoring, ambition and a drive to bring about change.

### Principal Accountabilities and Responsibilities:

1. Manage and lead staff to achieve high performance and effective operational delivery of business objectives, including mentoring, developing and improving staff capability.
2. Manage a customer focused service and the effective use of resources.
3. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
4. Support effective working relationships and act as an ambassador and advocate with external organisations and other stakeholders.
5. Contribute to the delivery of the Regeneration Programme, leading to 3000 new homes

and associated infrastructure. Lead the delivery of major and complex, mixed use capital projects within the South Kilburn Regeneration area and managing allocated resources to ensure project delivery to the Council's high standards, including (non exhaustive list):

- a. Project Team Working and internal liaison with other client departments in matters relating to the design and delivery of schemes
  - b. Community engagement to ensure community co-design
  - c. Assembly and management of project teams (including external architects/designers) to develop schemes
  - d. Secure sign off for scheme designs through Regeneration Board
  - e. Manage the planning application process and negotiations to secure planning consent
  - f. Prepare procurement tender documents and manage procurement process, with colleagues and external advisers
  - g. Lead on finalising of the development agreement
  - h. Budget monitoring and reporting
  - i. Monitor, manage and evaluate
  - j. Project closure
6. Partnership role with internal and external partners
  7. Undertake contract selection, constructor procurement, administer building contracts ensuring delivery of the requirements.
  8. Monitor compliance with obligations defined under land, planning and funding agreements to check adherence by contractors/developers, in-house teams and consultants.
  9. Continuously manage risks associated with areas under the postholder's control. Ensure that effective controls are in place to highlight, manage and mitigate risk, escalating appropriately.
  10. Taking responsibility for defining a clear brief and realistic budget and for delivering in line with strategic and financial aims and vision and ensure that the Council's financial management and reporting protocols are adhered to.
  11. Responsibility for Business Plans, budget/KPI's, performance and compliance on allocated projects.
  12. To ensure the regeneration addresses issues of sustainable communities and delivers the best possible opportunities for existing and future residents of South Kilburn and have responsibility of the overall economic and social regeneration, including placemaking.
  13. Lead on the South Kilburn green neighbourhood pilot as set out in the Climate and Ecological Emergency Strategy.
  14. To assist in the management of the team and to take responsibility for specific project work ensuring that services provided are continuously monitored and reviewed so that they are of the highest quality and responsive to local needs.
  15. To assist the Head of Estates Regeneration in maximising community benefits through the development process and social value opportunities.
  16. To be responsible for promoting high quality design.
  17. To lead in compiling regular progress reports and identifying and managing project risks/issues for Regeneration and Capital Programme Boards.
  18. To collaborate with stakeholders to develop solutions in response to issues/risks and to manage and control project changes in line with established protocols.
  19. To build strong working relationships with the principal stakeholders in South Kilburn including local residents to ensure the successful delivery of the South Kilburn Regeneration Programme.
  20. To deputise for the Head of Estates Regeneration as appropriate.
  21. Recognise opportunities and initiatives with potential to generate income from assets.
  22. Introduce and implement positive improvements to projects – working to optimise value, value engineering, improve quality and improve quality of accommodation for customers.
  23. Safeguarding is everyone's responsibility and all employees are required to act in such a

way that at all times safeguards the health and well-being of children and vulnerable adults.

24. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
25. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
26. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Not Required
<b>Politically Restricted</b>	No

## Person Specification

	<b>To be identified by:</b> Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)
<b>Qualifications and Professional Membership requirements:</b>	
Not applicable	

<b>Knowledge (Essential criteria):</b>	
<ul style="list-style-type: none"> <li>• Have knowledge of contract law and the ability to manage development agreements.</li> <li>• Knowledge of construction and procurement</li> <li>• In depth knowledge of project management techniques, including governance, dependency management, risk management and financial management.</li> <li>• Knowledge of building practices, technical design, planning, development control, contract law, GLA/Homes England requirements and methods of construction.</li> <li>• Understanding of local government and development finance and experience of managing complex budgets, undertaking financial appraisals and generating income.</li> <li>• Understanding of development, and the tools available to promote and influence new development through planning, property and procurement.</li> <li>• Understanding of commercial sensitivities in dealing with development issues and the potential conflicts of interest that can arise.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

<b>Experience (Essential criteria):</b>	
<ul style="list-style-type: none"> <li>• Track record of achievement at a management level in a similarly large and complex organisation.</li> <li>• Experience of successfully leading and delivering large mixed tenure capital projects to time and to budget.</li> <li>• Experience of working closely with the development sector, registered housing providers and key public sector agencies (including the GLA, LDA, HCA and their successor bodies) with a view to successful delivery of major capital projects.</li> <li>• Experience of community consultation in respect of major capital projects.</li> <li>• Experience of procurement processes.</li> <li>• Experience of leading an economic and social regeneration strategy.</li> <li>• Experience of writing documentation for competitive tender and compiling complex reports</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

<b>Skills and abilities (*Essential criteria):</b>	
<ul style="list-style-type: none"> <li>• Manage people, performance and budgets.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Leadership and management skills.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Good market awareness.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Contribute to the longer term development of the service area.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Ability to undertake project planning over the short, medium and long term, incorporating a detailed critical path, milestones and positive cash flows.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Ability to lead people, performance and budgets in pursuit of the timely delivery of major regeneration projects.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Ability to be effective in working with professionals from other disciplines and brokering discussions, when required on measures that will overcome barriers to project delivery.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Able to demonstrate financial and commercial acumen.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Able to demonstrate strong development project management skills.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Able to identify risks and propose effective solutions with minimal supervision in a demanding environment.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Excellent Presentation and Networking Skills.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Demonstrable collaboration, stakeholder management, negotiation and influencing skills.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Computer literate with a good proven competency.</li> </ul>	A/I

<b>List desirable criteria:</b>	
<ul style="list-style-type: none"> <li>• Experience managing a Compulsory Purchase Order (CPO) process.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Experience of managing Social value action plans as part of contracts.</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Knowledge of relevant housing law, planning regulations in relation to regeneration</li> </ul>	A/I
<ul style="list-style-type: none"> <li>• Proven track record in identifying and exercising control over risk and cost.</li> </ul>	