

<b>Title</b> Special Projects Manager	<b>Department</b> Place	<b>Post Ref.</b>  Indicative Grade D
<b>Reporting to: Group Manager Property Asset Management</b>		
<b>Job Purpose</b> <p>To lead on the planning and management of projects which are high value and / or politically sensitive in nature, which might also have particularly challenging timescales and which therefore require a higher degree of attention and shepherding than other projects.</p> <p>To provide sensitive management of stakeholders who may have diverging (and occasionally competing) aims and objectives.</p>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To successfully deliver projects identified as challenging for reasons of value and/or sensitivity and/or complexity and/or timescale, utilising project management skills allied with property knowledge to meet time, cost and quality targets.</li> <li>2. To provide leadership and direction to ensure the project contributes to the strategic aims of the Council and integrates with associated Council aims.</li> <li>3. To identify and secure planning resources and manage them in accordance with a plan, including budgeting and reporting on financials.</li> <li>4. To develop and agree proposals and obtain necessary approvals in line with the property operating model and financial regulations as appropriate.</li> <li>5. To manage project risks, issues and interdependencies, reporting progress in accordance with the project governance process and escalating issues where necessary.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Deliver large and or difficult projects in line with time, cost and quality targets to the satisfaction of stakeholders.</li> <li>2. Meet regulatory and Council approval requirements and adhere to Council policies and procedures including its policies for fairness and respect.</li> <li>3. Provide accurate honest reporting of project status to the appropriate body or bodies.</li> <li>4. Build strong working relationships, encouraging open and effective communication, thereby creating an environment of trust and collaboration.</li> <li>5. Enhance the reputation of the Council for leadership, professionalism and successful project delivery.</li> <li>6. Ensure stakeholders are well-informed of progress, risks, issues, and mitigations throughout the life of the project</li> <li>7. Encourage constant improvement.</li> </ol>	

6. To keep Members, directors, officers and other stakeholders informed of progress, risks, issues and mitigations as appropriate and in a timely way.  7. To constantly seek process improvements and other efficiency, quality and financial opportunities.  8. To maintain momentum and interest where project timescales run into several years.  9. To support the Group Manager and deputise if required.	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<b><i>Education and Knowledge</i></b>  1. A degree level qualification or substantial industry experience. 2. A relevant industry qualification (MRICS (QS), Chartered Engineer, Registered Architect preferred). 3. APM Project Management Qualification or Prince2 Practitioner. 4. Membership of an appropriate professional body (Association for Project Management or Project Management Institute preferred). 5. Knowledge of CIPFA and Council Financial Regulations, its Constitution and Freedom of Information and Data protection legislation. 6. Knowledge of external funding routes	<b><i>Personal skills and general competencies</i></b>  1. High level of drive and integrity 2. Ability to work in collaboration with and listen to others 3. Positive, pragmatic, versatile and resilient, remaining outcome focussed on both strategic priorities and the component parts which deliver success 4. Strong communication skills 5. Analytical, problem solving and decision making 6. Information user 7. Plan user 8. Empathy with clients and customers 9. Taking personal responsibility 10. Acts in a manner that reflects the core values of the organisation 11. Calm and positive under pressure 12. Diplomatic 13. Inspirational 14. Empowers others to be innovative and make decisions
<b><i>Experience</i></b>  1. Significant experience of project management in a local or central government, corporate landlord or strategic property function.  2. Extensive stakeholder management and communications experience, including the ability to communicate and influence at a senior level (Corporate Director/Political Leadership).	

Tier 7 – Experienced / Professional Staff

3. Evidence of working in a politically sensitive environment. 4. Commercial awareness and experience of working with or in private sector practice is desirable. 5. Ability to assimilate technical information into easily interpretable reporting for non-technical staff.	
<p><b><i>Role Dimensions</i></b></p> <p>6. This post is managed by the Group Manager Property Asset Management</p> <p>7. This post is a senior practising strategic programme and project manager and will be engaged in programmes and projects:</p> <ul style="list-style-type: none"> <li>• Of high complexity and legal sophistication</li> <li>• Involving many external and internal stakeholders</li> <li>• Which are of high sensitivity</li> <li>• With values up to £50M</li> </ul> <p>8. Financial responsibility</p> <ul style="list-style-type: none"> <li>- Planning and development budget</li> </ul> <p>9. Staff:</p>	

Date: 15 February 2019