

<b>Title</b> <b>Property Commissioning:</b> Project Officer	<b>Department</b> <b>Place</b>	<b>Post Ref.</b> <b>50073896</b> <b>Indicative Grade A</b>
<b>Job Purpose</b> To commission extensions, renovations, maintenance & repair projects through the commissioning process to completion and operation. Working closely with and an understanding of Service’s needs. Manage timescales, budgets and stakeholders, including Arc Partnership.		
<b>Key Responsibilities</b>  1. Work closely with the Pupil Place Planning and Strategy & Information team manager to ensure that the capital project requirements to ensure the County Council fulfils its statutory duty to provide sufficient school places are identified and programmed 2. Work with the Strategy & Information team and Arc Partnership to devise and commission maintenance and compliance works in accordance with Service Asset Management Plans and maintenance & compliance priorities 3. Pro-actively scrutinise and challenge the delivery of key projects. in respect of budget costs and delivery. 4. Demonstrate and operate with highly effective communication, influencing and negotiation skills, both written and oral, including addressing audiences, leading on public consultations, preparing committee and other reports and briefing officers, senior leadership and elected members on the implications of government policy, legislation and strategy for their areas of work. 5. To commission approved Programmes and Projects, monitoring progress and seeking exception reporting 6. Safeguard the project brief as approver for any changes to brief, specification or programme.	<b>Key Accountabilities</b>  1. Assist with the delivery of relevant Property strategies, processes and policies that deliver value for money and operational efficiencies under the general guidance of the line manager and strategy officers 2. Manage projects to effectively utilise property assets 3. To support departments to more effectively use property assets 4. Work positively with internal and external professionals and stakeholders and their representative bodies in order to jointly meet the challenges facing provider, commissioners and government policy 5. Accountable for the delivery of programmes and projects, alerting the line manager of issues that could affect project delivery and performance. 6. Attend as required cross departmental capital programme boards for capital and maintenance projects, the membership of which is generally team and group manager level. 7. To manage any delegated budget and or resources within identified parameters with regular reporting to line management of progress and status. 8. Provide written reports and briefs as required to governance boards.	

<ol style="list-style-type: none"> <li>7. To take responsibility in co-ordinating, commissioning and project management to deliver Service Asset Management Plans.</li> <li>8. Manage external specialist advice with support as required from line manager to meet Corporate objectives</li> <li>9. To monitor in-house and external property professionals in respect of the delivery of identified property outcomes</li> <li>10. To be allocated specific projects and programmes which will facilitate the development of policies and strategies that seek to provide an integrated and joined-up approach to the delivery of the County Councils services and other public services through partnerships with public voluntary and private sector organisations</li> <li>11. To help deliver objectives in accordance with the strategic direction determined by the County Council's Management team and Members and ensure high standards of performance and accountability.</li> <li>12. To help ensure that changes in legislation, central Government Policy and local Policy across all areas of the County Council's property portfolio are proactively managed and controlled.</li> <li>13. To take ownership of strategic property briefs ensuring that standards and specifications are embedded within Departmental working processes.</li> <li>14. To proactively assist in the resolution of any service delivery property issues within available resources.</li> <li>15. Representing the Service and County Council at local, regional or national level as required by the Directors and deputising for the Property Commissioners as and when requested.</li> <li>16. Work collaboratively as part of multi-disciplinary teams to ensure alignment to Property requirements.</li> <li>17. To undertake any other work as required commensurate with the role and grade</li> </ol>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

## ***Person Specification***

### ***Education and Knowledge***

1. Educated to degree level or significant relevant experience
2. Desirable an industry standard Project Management qualification (Prince2 Foundation or APM Project Fundamentals preferred)
3. Understanding of the County Council services and how property supports need
4. Understanding of local political landscapes and how they might impact on the delivery of projects
5. Ability to work collaboratively in the development of the Service Departments property needs in the context of the Corporate objectives and policies
6. Knowledge of the built environment in relation to property maintenance, compliance and educational needs
7. Demonstrable leadership skills to safeguard the project requirements whilst managing conflicting expectations and objections considerably
8. Knowledge of the principles and practice of:
  - a. Effective people management
  - b. Good Communication skills
  - c. Excellent customer service
  - d. Risk management and techniques to identify and address business related risks
  - e. Dealing with complaints
  - f. Budget Management
9. Demonstrable business acumen with high-level of numerical, literacy and analytical skills.

### ***Experience***

17. Experience of providing advice and expertise in resource management.
18. Experience in negotiating in order to achieve corporate objectives.

### ***Personal skills and general competencies***

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Deliver a high degree of personal effectiveness.
6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards.
7. High levels of interpersonal skills. The ability to communicate, negotiate, positively challenge, influence and persuade a wide range of people including politicians, members, senior leadership, schools and their governance and members of the public.
8. Can demonstrate political sensitivity and ability to interpret political will and find positive solutions, with others, to challenging issues.
9. Ability to make decisions and solve problems to ensure the County Council's statutory duties are met, to meet operational targets, including devising solutions and prioritising the resources available.
10. Ability to prioritise and carry out complex tasks accurately and to a very high standard when faced with challenging and competing deadlines.
11. An understanding of the statutory planning process and the ability to work proactively to mitigate any issues
12. Ability to make timely decisions based on a comprehensive analysis of the issue at hand in relation to the information available.

- 19. Experience of option appraisals and feasibility studies
- 20. Proven experience in working within multi-discipline teams.
- 21. Experience of financial planning and budget control.
- 22. Experience of project management.
- 23. Experience of working with a range of senior managers and elected members across a large organisation.

- 13. Ability to analyse, evaluate and interpret data, drawing clear and logical conclusions from it and applying the data to the development of policy and practice.
- 14. Ability to articulate simple explanations of relatively complex issues, and the confidence to present this meaningfully to a wide range of senior managers and stakeholders
- 15. Well-developed planning skills with the ability to use own initiative to plan and manage own work programme.
- 16. Well-developed interpersonal skills with the ability to build strong relationships, challenge appropriately, and secure buy-in.

### ***Role Dimensions***

Responsible for Property Capital spend of up to £1m on several projects at any one time.

*Please attach a structure chart*

Date: May19