

# Senior Project Manager

## Assets – Planned Delivery Team

Overview	
<b>Role Purpose</b>	Project manage large-scale planned maintenance programmes and a team as required to achieve cost, time and quality targets.
<b>Responsible for</b>	Managing the delivery of reinvestment projects
<b>Reports to</b>	Asset Lead (Planned Investment)
<b>Line management</b>	Project Manager(s) and/or Project Officer(s) and/or Clerk of Works
<b>Tier</b>	6
<b>Expectation Level</b>	Team Manager
Role relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Lead and motivate the reinvestment team to deliver the planned programmes</li> <li>Build and maintain relationships with internal clients and other stakeholders</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Lead and motivate teams of contractors and consultants</li> <li>Ensure there is excellent communication and support to NHG residents through the reinvestment process.</li> <li>Liaise with local authorities and management teams</li> </ul>

Manager / leadership criteria	
<b>Functions</b>	
<b>Staff reports</b>	Total: 2 Direct: 2 Indirect: 0
<b>Budget size</b>	£5-10m
<b>Specific designated, regulatory compliance requirements</b>	None
<b>Other key data (i.e. size of operation, units managed, size of programme etc)</b>	Delivery of cyclical / K&B works to 3-400 units

## Role accountabilities

- Project manage large-scale planned maintenance programmes from inception to completion within cost, time, quality and other performance targets. Prepare and take ownership of capital and revenue budgets, monitoring spend and reviewing forecasts.
- Lead and motivate a team as required, ensuring that team members deliver projects within, time cost, quality and other performance targets.
- Develop whole life cost plans with local Managers for works you complete, advising the Data and Planning team where this varies from standard assumptions
- Responsible for contract administration of local framework contractors, including monitoring performance to ensure a high-quality service, that is on time and to budget.
- Monitor performance of the contractor, recording and reporting on performance summarising against contractual requirements and required improvements.
- Ensure meetings are set up by the Asset Co-ordinator and attend regular contractor meetings.
- Ensure that the contractor is in compliance with legal requirements, Employer's requirements and Engineer instructions.
- Set and manage projects within KPI targets and approvals. Recommend and implement corrective action where necessary.
- Lead the development and implementation of communications plans for projects including detailed resident consultations strategies in conjunction with internal and external teams.
- Establish and manage a comprehensive risk register for all projects to minimise risks and develop robust mitigation strategies. Escalate risks to senior management where necessary.
- Prepare management reports including financial appraisals and monthly progress reports.
- Manage the procurement, appointment and performance of external design and cost consultants and building contractors to ensure best value. Contribute to the development of Consultant and Contractor Frameworks.
- Manage contractors and all consultants with a strong contractual and commercial approach to ensure a quality works that are delivered on time and to budget.
- Work with the Head of Commercial and Contracts and Procurement to appoint appropriate consultants and contractors in line with procurement procedures for projects.
- Ensure that projects comply with all relevant internal approvals, CDM regulations and statutory requirements, such as local planning and building regulations.
- Work with the Finance Team and ensure corporate financial and other records are accurate and up to date.
- Create and maintain comprehensive project documentation in line with internal procedures and audit requirements.
- Contribute to an agenda of continuous improvement for business operations and product development. Champion individual initiatives and projects.
- Provide excellent customer service standards to internal and external stakeholders.

### General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Effectively manage and develop the staff for whom you are responsible so that they meet service delivery targets and work effectively within budgetary and regulatory frameworks. Provide regular feedback to individual employees through regular one-to-one meetings and the On-Track process.
- Be responsible for ensuring the work you and your team are involved with is compliant with relevant statutory and regulatory requirements at all times, including that of Health and Safety and within NHG's rules, values, policies, procedures, standing orders and financial regulations.

## Role accountabilities

To promote a culture of openness, innovation, involvement, teamwork and performance, in which staff share a common sense of purpose, are encouraged to use their initiative and creativity and to contribute to service improvement.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

## Personal Specification

### Experience (executive)

Essential	Desirable
<ul style="list-style-type: none"><li>Experienced in delivering successful outcomes on large-scale planned cyclical programmes.</li><li>Experienced in managing and motivating multi-disciplinary teams of external consultants and contractors.</li><li>Experienced in budget management of large-scale projects</li></ul>	

### Professional expertise (know how & experience)

Essential	Desirable
<ul style="list-style-type: none"><li>Understanding of the CDM regulations are adhered to ensure the health and safety of our residents</li><li>Experience in preparing tender docs, scope of works and cost appraisal and dealing with interim / final accounts</li><li>Ability to train junior members of staff on reinvestment processes and procedures.</li></ul>	

### Skills

Essential	Desirable
<ul style="list-style-type: none"><li>Effective IT skills – Outlook, Word, Excel, (to at least intermediate level)</li><li>Excellent Communication skills and ability to communicate effectively with a range of audiences from residents to politicians</li></ul>	<ul style="list-style-type: none"><li>Full UK driving licence or ability to get to various sites</li></ul>

<ul style="list-style-type: none"> <li>Comprehensive understanding of project management principles and risk analysis skills</li> </ul>	
<b>Qualifications and/or professional membership</b>	
<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>MRICS / CIOB</li> <li>Relevant Project Management qualification</li> </ul>

<b>NHG Expectations</b>
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is a Team Manager expectation level and therefore you should refer to the Team Manager expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.

Safeguarding	
Any appointment to this post is conditional upon and subject to:	<ul style="list-style-type: none"><li>• Basic certificate (criminal record check) issued by the Disclosure and Barring Service (DBS)</li></ul>