



Ipswich Borough Council Job Description: **H29a**

Senior Project Manager

Main Purpose of Job

To efficiently and effectively manage a team responsible for delivering capital building contract works for Maintenance and Contracts. You will also be required to assist with Procurement of new contracts and delivering 'one off' projects. The post will report and work closely with the Programme Manager (Capital Works).

Main Duties

1. To deputise for the Programme Manager (Capital Projects) in periods of absence. To manage a small team on all building contract works to ensure both an efficient service and generation of income. Contribute as part of Maintenance and Contracts management team in all aspects of the service area's operational strategy.
2. To effectively utilising employees, vehicles, plant and equipment, and always ensuring cost effectiveness.
3. Effectively manage resource and staffing requirements within area of responsibility. Responsible for recruitment and the subsequent training needs of all staff. Carry out staff appraisals and 1:2:1s; deal with discipline and grievance issues.
4. Ensure customer satisfaction i.e., high quality, in accordance with the determined standards and completion to programme.
5. To take financial responsibility within delegated parameters monitoring budgets for income and expenditure, for the area of responsibility. Investigate where actual varies from target and effect remedies, providing financial information and estimates/quotations internally or externally.
6. Manage health and safety within area of responsibility maintaining health, safety and welfare of employees, subcontractors and members of the public ensuring that employees are trained in and adhere to safe working practices and adhere to environmental procedures.
7. Develop partnerships with suppliers, customers and other agencies and assist in any negotiations or tender process.

8. Participate as a member of the Maintenance and Contracts management team including liaising with representatives of the area forum, interest groups and the public.
9. Manage performance using a range of IT software applications.
10. Responsible for ordering supplies and services, negotiating with suppliers maintaining supplies, managing subcontractors and authorising invoice payments.
11. To carry out technical and management duties commensurate to the post.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title: Senior Project Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	Degree or NVQ level 6 in a managerial or professional field and three years qualitative experience (or working towards degree) IOSH Managing Safely Excellent knowledge of construction/building technology.	Project Management Qualification Contractual Awareness NEBOSH	Application Form/Certificates
Work related experience, skills and competencies	Experience in the construction industry / track record of managing projects Proficient in the use of Microsoft applications Experience in a commercial contracting environment Experience of setting and managing significant budgets.	Experience of sub-contractor valuations.	Application Form/Interview
Personal skills	Customer Care Awareness Demonstrates attention to detail, ability to interpret & implement specifications. Ability to apply understanding of Contract requirements to ensure works completed in the most cost effective	Ability to initiate & develop project plans	Application Form/Interview

	way. Good written & verbal communication skills. Ability to deal with people at all levels, with tact & diplomacy, displaying a positive manner at all times. Proven ability to use own initiative to make appropriate decisions. Proven ability to organise & prioritise workload & the workload of others to meet deadlines.		
Special working conditions	There may be times when you are required to work outside normal hours.		