IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description: **H28b**

Principal Manager

Principal Manager (Assets & Compliance), Principal Manager (Revenue) x 2 posts,
Principal Manager (Capital), Principal Manager (Surveying)

Main Purpose of Job

To efficiently and effectively manage a significant department or service(s) for Maintenance & Contracts. To act as deputy for the Operations Manager in all aspects of the service area operations. To contribute as part of the senior management team managing the Maintenance & Contracts Operations Area. Contributing at a senior level within the Housing & Community group of services.

Main Duties

1. Responsible for delivering all services to required standards within area of control and all functions such as Project Management & Supervision, Compliance with legislation, Building & Quantity Surveying, Asset Management, Mechanical & Electrical.

2. Responsible for all financial matters and budgets within area of control

3. Establish and develop effective procurement systems and strategies and act as lead officer procuring significant contracts. Represent Ipswich Borough Council in major disputes with contractors, including the preparation, submission and successful agreement of claims.

4. Participate as a member of the senior management team in all aspects of the performance management of Maintenance & Contracts including contributing to the strategic direction of the division. Determine local policy with Operations Manager and Head of Housing & Community Services. Act as lead officer in designated areas of responsibility for the whole organisation, e.g. emergency planning, business continuity.

5. Take overall responsibility for all Health & Safety matters on individual contract works and be the lead officer for health & safety for the entire organisation. Duties include producing Health & Safety plans under CDM regulations. Participate in the production and management of the divisions Health & Safety policy. Contribute to the Council's environmental/climate change agenda relating to improving the Council's housing stock

6. Effectively manage the resource and staffing requirements in conjunction with the Operations Manager – Maintenance & Contracts and Head of Housing & Community

Services including the development of staff to their full potential through appraisal and training programmes.

7. Establish and continually review in conjunction with Operations Manager/Head of Housing & Community Services performance management systems and procedures for Maintenance & Contracts. Contribute to maintaining any external quality accreditations. Deliver services to tenants and members of the public to satisfactory standards and performance.

8. Promote and market the service when required to do so to the benefit of the organisation. Ensure effective Communications for the Operations area.

9. 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.

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PERSON SPECIFICATION

Principal Contracts Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	Degree and five years' experience of technical and organisational knowledge in related field, i.e. BSc Construction Management or Quantity Surveying. Up to date knowledge of appropriate regulation, legislation and practice in Building and Construction. Evidence of continuing professional development.	Membership of a relevant professional body as required, I.e. MCIOB, MRICS. Management qualification, i.e. DMS, MBA Chartered Management Professional, i.e. MCMI	Application/Certificates
Relevant experience	Management experience within a comparable organisation. Experience of delivering local authority services at a senior level Experience of managing all Quantity Surveying and estimating functions. Experience of managing all project and contracts management functions. Experience of successfully leading, motivating and managing employees and enabling them to deliver their full potential. Experience of management and control of budgets for including monitoring, reporting and preparation of estimates. Able to consider innovative and creative solutions to service delivery. Ability to identify and manage risks within the remit of the job. Experience in establishing and developing strong working relationships with a range of people from relevant organisations including professional bodies.	Experience of participating as a senior manager and contributing to strategy and the annual Operational plan. Experience in establishing and maintaining a performance-orientated culture, which delivers efficient and effective customer services. Ability to understand and promote the Council's vision and priorities as it applies to the service area.	Application/interview

Specialist knowledge	Experience at a senior level in all aspects of management of construction projects, i.e. tendering, estimating quantity surveying, project management etc. A significant understanding of the Health and Safety including CDM and Environmental requirements relating to DLO's. A significant understanding of management systems such as ISO 9001, 14001 and 18001. A good understanding of the future issues affecting DLO's and the ability to contribute in developing strategies and policies, which ensure that the Council complies with all requirements. Competent in Information Technology.	Experienced in the specification, selection, deployment and maintenance of specialist building vehicles and plant and to ensure the department complies with all statutory requirements regarding its "O" licence. NEBOSH General Certificate. Management training such as DMS or similar. Experience of developing trading opportunities to drive up income and quality of service.	Application/interview
Personal skills	Demonstrate effective presentation and communication skills. Ability to work collaboratively building trust, mediating, conciliating, negotiating and delegating. Demonstrate a customer focused and responsive approach that improves service delivery.	Demonstrate a sound understanding of equal opportunities and diversity issues in relation to employment and service delivery.	Application/interview
Special working conditions	Will be required to work outside of normal working hours and to attend evening meetings and contribute additional hours in peak times.		Application/Interview