

Job Description and Person Specification Profile

Job Title	Principal Project Manager
Job ID	IH34
Service	Strategic Property
Grade	K (SCP 44-47)
Reporting to	Head of Facilities Management and Capital Projects

The Role

This role will act as the professional client on behalf of the Council in all stages of capital construction projects from inception to completion, involving co-ordination of all stakeholder input, design management, progress monitoring and contract delivery.

Main Duties and Responsibilities include:

- To manage and deliver a range of projects from inception to completion.
- Conducting feasibility studies, business case development and instructing professional consultants.
- Prepare tender specifications, briefs, contract documentation and reports.
- Work with the delivery team to select appropriate design and construction solutions when required. Liaison with technical, statutory and advisory parties; acting as key focal point for the projects in the Council including the instruction of the supply chain.
- To manage a small team of project managers.
- Provide professional advice to a range of internal and external stakeholders.
- Budgetary responsibility for projects and programmes.
- To prepare project funding proposals and complete grant applications.
- To ensure that all relevant statutory Health and Safety legislation, Council Policy, Governance and contract specification obligations and regulations are met at all times.
- Manage responses and communication to complex professional or politically sensitive issues within the area of responsibility, including Elected Members, residents, schools and internal stakeholders.
- Undertake a significant contributory role in the development of the Capital Project Management processes.
- Ensure objectives align with wider strategic objectives and the TMBC Corporate Plan.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Degree (or equivalent experience in a relevant subject)

Your essential skills, knowledge and experience

- Substantial post qualification experience within a property environment
- Project Management skills with the ability to demonstrate cross organisational and research capability, demonstrating high attention to detail, setting and maintaining standards.
- A proven track record across the RIBA lifecycle in a client environment
- Experience of presenting complex property reports to a variety of stakeholders
- Experience of undertaking site and property evaluations and viability assessments.
- Preparing, presenting and chairing at operational delivery groups to internal and external stakeholders.
- Experience in applying for and achieving planning permission for a variety of uses
- Experience of working with a high level of political awareness and managing relationships with senior officers, elected members and external stakeholders effectively
- Experience of working with public sector organisations, ideally within a Local Authority,
- Substantial experience of managing capital projects in a complex corporate or public service environment
- Excellent planning, report writing, presentation, organisation and co-ordination skills with an ability to prioritise a wide and challenging workload
- Strong analytical, interpretation and problem-solving capacity and an ability to apply these skills across a range of work streams
- Strong communication skills with the ability to manage in person and in writing complex problems, complaints, investigations and cases internally as well as externally
- A self-starter with a motivation to deliver results and a positive attitude to change
- Able to build personal credibility with colleagues and partners and operate to high professional standards
- An Innovator who can work constructively under pressure
- Enthusiastic, with a flexible approach and a good team player
- Has a good standard of IT skills with the ability to use common software packages
- Holds a full UK driving licence and has access to a vehicle for use at work

If you have the following experience or qualifications – then that's great!

- Experience working with CAD packages
- Project Management qualification (e.g. PRINCE2, APM etc.)
- Membership of an appropriate professional body (e.g. RICS)

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

