Senior Development Project Manager — Role Profile

Service: Place Directorate – Strategic Development Team
Band: Band 12
Reporting to: Assistant Director of Development
Responsible for: Construction Project Managers and Quantity Surveyors

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Managing a team of internal and external Construction Project Managers and to deputise for the Assistant Director of Development when required.
- Project and programme management of the development and major capital projects in Trafford.
- Overseeing and providing project direction, programme, budgets, resources and deliverables for the project.
- Overseeing and providing cost control and project deliverables, identifying associated risks and resolving issues as they arise**.**
- Maintaining standards and monitoring scope and project quality and benefit realisation.
- Tracking the project timelines and deliverables, identifying associated risks and resolving issues as they arise**.**
- Ensuring all project documentation is accurately maintained in a timely and well-ordered structure, providing progress reports to the required timescales and in accordance to the agreed governance structure of the programme.

Key duties

- Helping define project scope, goals and deliverables and plan and implement projects and create project plans.
- Producing procurement strategies for design teams, contractors and other specialists.
- Maintaining project objective and managing project risk through effective analysis, mitigation and contingency planning.
- Reporting to the Council's governance boards when required on all aspects of the projects.
- Tracking deliverables and leading quality assurance.
- Maintaining control of the Project scope through an effective change control process, consulting with key stakeholders as necessary.
- Developing and maintaining effective relationships with internal and external project teams and other key stakeholders both internal and external, ensuring clear and effective channels of communication.

- Monitoring production and quality to customer/stakeholder/sponsor standards.
- Ensuring programme risks and issues are logged, analysed and addressed; monitoring progress of actions to address risks and issues and provide detailed and summary reports as required.
- Implementing effective change procedures and practices.
- Co-ordinating resources to make sure schedule is on track.
- Leading meetings and setting expectations for project team.
- Monitoring project budget, taking accountability for resources allocated and providing regular updates.
- Reporting and presenting to stakeholders reports on progress as well as issues, risks and solutions.
- Implementing and managing change when necessary to meet project outputs.
- Evaluating and assessing result of project and sharing lessons learned.
- Undertaking any additional duties commensurate with the grade.

About You

Qualifications and Professional Development

- Degree qualification (or equivalent).
- Project management qualifications.eg PRINCE 2
- Measurable commitment to your own personal development

Experience and Knowledge

- Significant experience in project management and a proven track record of successful delivery in complex environments preferably in property development activity
- Proficiency in the use of Project Management and office software tools including spread sheets, presentation tools and word processing
- Demonstrable experience and knowledge in creating and maintaining project and programme plans, including risk management, actions, issues, dependency mapping and resource planning and problem solving

- Budget monitoring experience
- Experience of providing strong leadership and management direction to team/individuals

Skills and abilities

- The ability to quickly understand the Programmes objectives and the contribution of the Programme Office to achieving those objectives.
- Ability to build and maintain effective and collaborative relationships with internal and external stakeholders, establishing confidence, trust and credibility.
- Strong leadership skills with the ability to create a culture of high level performance and continuous service improvement across the area of activity
- Excellent analytical skills, analysing project proposals and plans to ensure best fit with future shape and needs
- Ability to challenge Project Plans/proposals and to recognise potential delays to timescales
- Ability to drive change, delivering performance/value for money objectives and outcomes
- Excellent written, verbal, and presentation skills combined with attention to detail
- Ability to explain and communicate complex issues clearly and effectively, using negotiation and conflict management skills when required in order to gain agreement/consensus
- Active listening and verbal communication skills, effectively communicating with a range of audiences
- Advanced written communication skills, producing good quality materials including reports

Special Conditions

- Willing and able to regularly travel across sites within the Trafford Borough
- Occasional Unsocial Hours/Weekend work may be required Unsocial hours/weekend work may be required

Date prepared/revised:	Existing role – updated role profile 08/11/2022
Prepared/revised by:	C Huber / R Pollard
Job Evaluation:	28/02/2022

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.