



Your job

Job Title: Construction Project Officer

Service: Strategy and Innovation – Culture & Events

Grade: 8

Reporting to: Construction Project Manager

The job role is to work as Construction Project Officer on the Haigh Hall Project.

You will be working closely with various disciplines of the team to ensure the council is achieving value for money across all aspects of the projects. You will be expected to develop close working relationships with the wider team and external bodies that are involved on the Haigh Hall Projects. This role also includes working closely day to day with the Culture & Transformation team as well as other members of the Capital Team.

As a Construction Projects Officer, you will assist in driving projects to meet the required project requirements. You will act as one of the main points of contact for specific projects within the Haigh Hall masterplan working with the Construction Project Manager.

You will provide specialist advice on your projects when necessary and liaise with external stakeholders, external architects, engineers, project managers, and quantity surveyors daily. You will be responsible for managing any changes on the project you are managing and raising any change controls and gaining the correct sign off.

You will have an understanding of the NLHF and LUF funding.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Take on the project management responsibility for the various construction projects within Haigh.
- Be responsible for understanding the existing in-house procedures and documentation relating to the project management of construction projects.
- Assist in the change procedure applying it to the Projects under your control.
- Provide support and specialist advice on your relevant projects, working with the rest of the Haigh Hall Project Team.
- Start to manage the budgets on the projects you are working on, ensuring the finance team are up to date with where the project is up to.

On an ongoing basis you will:

- Monitor project budgets including the preparation and submission of reports to senior management, council members or the council's cabinet.
- Deal with any complaints, internal or external, relating to the contracts that you are responsible for.
- Be financially responsible, within the agreed budgets for the projects, for all contracts under your control, managing all change control processes.
- Work on various projects throughout the HWP (managing construction activities, health and safety, contractors, stake holders etc.)
- Be responsible for ensuring that all contracts stay on programme and within budget.
- Arrange and hold meetings, minute meetings in-house, with end-users, other departments and external consultants and clients.

- Oversee the maintenance of Safety, Quality and Performance standards in the design and construction of all projects under your control.
- Working very closely with the architects on the projects and maintaining relationships as well as providing them with decisions on how we want to progress with certain aspects of work
- Develop close working relationships with the Capital Projects Team & Haigh Hall Project Team and help formulate processes to assist the delivery of the projects under your control.
- Provide regular programme information to senior management on the progress of schemes.
- Making high level informed decisions that will impact the outcome of the project and managing high level budgets.
- Leading site meetings with the design team and main contractor.
- Help implement new ways of working, processes procedures i.e. new change control forms and process for signing off.
- Be responsible for high budget risk management and decision making.
- Work closely with council teams such as finance on wide project schemes.
- Managing the design process of site-based activities and making informed decisions on how to proceed in the best interest of the client.
- Signing off additional costs on projects and helping inform external funders of this.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Appropriate construction management experience and / or relevant professional qualification.
- Exceptional admin and organisation skills.
- Confidence to be comfortable leading your own meetings and presenting.
- Desired experience working on Construction Projects 1-3 years' experience.

- Extensive experience of problem solving, team working and decision making.
- Detailed knowledge of past and current building and construction technology, processes, and materials.

Our Culture

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

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”