

Job Description

Job title	Capital Projects Manager
Directorate	PLACE : Regeneration, Culture and Environment
Division	FM & Capital Projects
Range	MPR 6
Reports to	Capital Programme Manager

Main purpose of the job:

Management of the delivery of capital projects and Maintenance Programmes across the authority, ensuring that they are delivered on time and within the budget and Council's capital and procurement strategies.

To provide project management and building surveying services across a spectrum of property types across the authority for Education, Housing, Corporate and Heritage buildings; new works, alterations, adaptations and extensions (ensuring they meet client expectations and requirements, are delivered on time and in budget) and to monitor and inform on compliance with relevant statutory requirements, planning and building regulations, meet latest guidelines on energy efficiency and sustainability.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Ensure all projects are managed and delivered to the satisfaction of users and all stakeholders are kept informed of progress and completing completed within budget and on time. This may include a disciplined use of PM reporting tools, reports and procedures and associated Property management systems.

To provide building construction advice and carry out feasibility studies for corporate and educational clients on proposals for new buildings and works, giving accurate costings and timescales.

Provide professional technical advice and undertake work for capital schemes, minor works and improvements and annual maintenance programmes, private client's projects, access and security works, and assist in the formulation of Capital and Minor Works programmes and Building Repair and Maintenance Programme priorities.

Deliver to an excellent standard of design, with appropriately tested and validated innovative solutions that need to be incorporated into all projects.

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Participate in multi-functional team working on directorate issues as required to contribute to the successful delivery of project objectives.

Set up, manage, and lead multi-disciplinary and multi-agency project teams for each project where necessary, ensuring that projects are delivered effectively, on time and within budget.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Capital Programme Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

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Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Level 4 Qualification in a relevant industry recognised qualification
- CPD commensurate with level of role

Level B (in addition to level A criteria)

- Degree Level Qualification in a relevant subject

Level C (in addition to levels A and B)

- Professional accreditation and membership of a recognised body – RICS; CIOB; RIBA; APM or equivalent
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Knowledge

Level A

- Knowledge of managing construction projects and programmes, preferably in the Public Sector.
- Sound knowledge of building technology/construction methods/landscape construction as appropriate.
- Knowledge of administering/working with construction and M&E specific contracts including JCT 2011 (or above), Minor Works, D&B and Standard forms; NIE & IEC forms.
- Understanding of Construction Design Management (CDM) regulations.
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.
- An awareness of the One Medway Council Plan.
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding

Level B (in addition to level A criteria)

- Knowledge of Procurement Policy & Guidelines necessary to deliver capital programmes within the public sector.
- Knowledge of how to organise and chair project management meetings.
- Good understanding of the One Medway Council Plan and how the work of Capital Projects contributes to successful delivery.

Level C (in addition to levels A and B)

- Expertise in procurement for large capital programmes (valued at £10 million or more).
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Experience

Level A

- Sound experience of working with building technology/construction methods/landscape construction as appropriate.
- Demonstrable experience of administering/working with construction and M&E specific contracts including JCT 2011 (or above), Minor Works, D&B and Standard forms; NIE & IEC forms.
- Experience in the use of public sector financial management tools such as Integra.

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Level B (in addition to level A criteria)

- Demonstrable experience with a minimum of two years post qualification of managing construction projects preferably in a public sector environment.
- Experience managing project groups and commissioning consultants to deliver projects on time and within budget.
- Experience of working within financial regulations and budget management within the public sector.

Level C (in addition to levels A and B)

- Experience in managing complex construction projects, preferably in a public sector environment.
 - Demonstrable ability to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.
 - Previous Demonstrable experience of managing complex project groups and commissioning consultants to deliver large scale and/or complex projects to time and within budget.
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Skills

Level A

- Proficient in Microsoft Word, Excel, PowerPoint, Teams and Outlook.
- Ability to independently seek out and gather relevant information.
- Basic proficiency in using information and communication technology.
- Basic skills in providing customer service.

Level B (in addition to level A criteria)

- Improved ability to convey information clearly and effectively.
- Enhanced ability to communicate promptly and efficiently.
- Able to build trust, rapport, and understanding when interacting and working with others.
- Ability to engage with suppliers, ensuring they meet safety and compliance standards.

Level C (in addition to levels A and B)

- Advanced ability to understand and act on risk assessments.
- Developed ability to engage and collaborate with stakeholders.
- Improved skills in managing contracts and overseeing contractors
- Highly developed and effective communication skills to resolve disputes, clarify terms, and align all parties on the contract's objectives.
- Ability to keep track of deadlines, compliance requirements, and contract performance and make informed decisions based on data.
- Advanced problem solving capabilities with the ability to streamline and/or improve service delivery