Job Description

Job title	Schools Capital Programme Officer
Directorate	PEOPLE : Children and Adults
Division	Education & SEND (Planning & Access)
Range	MPR 5
Reports to	Education & SEND Capital Programme Lead

Main purpose of the job:

To manage the delivery of capital projects within the Children and Adult Services Capital Programme, ensuring that:

• The projects are managed within the council's capital and procurement strategies.

• Projects are delivered on time and within budget.

• Excellent standards of design, and appropriately tested and validated innovative solutions, are incorporated into all projects.

• Stakeholders are kept informed of progress

• Projects are to the satisfaction of users

Ensure that all reporting is completed accurately and in a timely fashion.

Ensure staff personal development through effective implementation of the performance and development review process.

Ensure that equal opportunities issues are taken into account on all service delivery and employment matters. This includes monitoring, planning and implementing change and taking action in accordance with the corporate objectives.

Ensure that all activity is carried out in accordance with legislation, national guidelines, Medway Council's policy and procedures, and is applied using the principles of good practice including ethics and probity and take account of safeguarding policy and standards.

Liaise with stakeholders in a way that promotes the One Medway Council Plan and embeds our values and behaviours.

Medway Council Job Profile

Accountabilities and outcomes:

To lead on identifying, developing and implementing service improvements based on data and process analysis in the specific area of responsibility.

To implement capital projects by setting up, managing and leading multi-disciplinary and multi-agency project teams for each capital project that includes all relevant stakeholders to ensure that projects are delivered effectively, on time and on budget.

Brief, commission and rigorously manage professional consultants, contractors and suppliers including the council's Design and Surveying department.

Ensure appropriate controls and sign offs are in place to give assurance that projects are being developed according to the brief and client's requirements

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.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.

- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Organisation:

This role reports to the Education & SEND Capital Programme Lead

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.

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

Educated to A level standard / alternate level 3 qualification

Level B (in addition to level A criteria)

<add in role specific qualification>

Level C (in addition to levels A and B)

A project management qualification (PRINCE2, Agile, APM)

Knowledge

Level A

• Knowledge of best practice in client management within capital projects

• Understanding of principles of data quality, data protection and information sharing and how to apply them.

• Knowledge of GDPR

Level B (in addition to level A criteria)

• Knowledge of various construction methods and the benefits and risks of these against each individual project
• Good knowledge of national and local policy and guidance

• Knowledge of project management best practice

• Communication and engagement strategies

• Budget monitoring / management

Level C (in addition to levels A and B)

• Excellent knowledge of internal processes and how to navigate potential barriers

• Excellent governance knowledge of approval lines and timelines in relation to projects

• Knowledge of project management tools

• How to manage risk

Experience

Level A

• Experience of working to deadlines and prioritising workloads

• Experience and understanding of project budget management

• Experience of delivering successful projects from inception to completion with the contract value up to £500k

Level B (in addition to level A criteria)

• Over 1 year experience of working within a local government environment.

• Experience of leading the successful delivery of school projects (new school, extension or upgrade) from inception to completion with the contract value over £500k

Level C (in addition to levels A and B)

• Experience of managing issues and responding appropriately, being able to discuss and negotiate with headteachers, and business managers in schools, and with contractors

• Over 2 years' experience of working within a politically sensitive environment.

• Experience of balancing competing priorities maintaining a focus on operational (project timelines) and financial efficiency (project budget)

• Experience of leading the successful delivery of a school project (new school, extension or upgrade) from inception to completion with the contract value over £1m

• Experience of using prior experience on similar school projects to ensure value for money and input into strategies that could be implemented.

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Skills

Level A

• Excellent ICT skills including Microsoft packages: word, excel, outlook and teams

• Able to drive and has access to own car to enable site visits and external meetings as required.

• Able to work independently and use initiative to ensure projects continue to progress

• Excellent attention to detail across all areas of work

• Able to work with various stakeholders across different teams/levels

• Good communication skills with the ability to clearly convey information to stakeholders in project updates, progress meetings and one to ones.

• Able to effectively problem solve – addressing problems as they arise during a project

• Good level of time management skills with the ability to set and work to deadlines

Level B (in addition to level A criteria)

• Able to identify risk which can impact the time, scope or money of a project at an early stage and ensure senior management are notified

• Able to train team members on the essentials of the role, to provide continuity of service in absence and develop their subject knowledge.

• Able to search for suppliers on Integra and interrogate a cost code to ensure payments have been made to a supplier using correct codes and running PO queries

• Enhanced level of communication skills, with ability to build professional relationships with schools, academies, Trusts, external professionals, contractors and internal departments

• Enhanced problem-solving skills – able to address problems as they arise during a project directly.

• Enhanced time management skills – able to efficiently prioritise tasks, reviewing regularly to track progress and adjusting where relevant to ensure goals are met.

Level C (in addition to levels A and B)

• Able to resolve difficult and complex issues in a calm and proactive way

• Excellent level of communication - able to identify the most appropriate style and method of communication with people at different levels both inside and outside of the organisation

• Able to guide and ensure contractors are working toward the agreed specifications.

• Good budgeting skills– keeping track of the PO's raised, invoices spent against that PO and outstanding amount.

• Excellent time management skills – able to employ advanced techniques such as time blocking. Prioritising tasks to ensure deadlines are met.

• Ability to use project management tools to ensure projects are delivered on time and to budget