

# Job Description

## Schools Project Manager

### Role Profile

Service/Team	Children's Services, Schools Capital & Place Planning Team
Reports to	Schools Programme Manager
Responsible for	
Number of posts	
Post number	
Career Grade	K

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that the processes for managing projects are planned and executed effectively to enable children and young people to access local school places in buildings that are safe and offer inspiring and inclusive teaching and learning spaces.**

### Job Overview

To support the Schools Programme Manager to deliver changes and improvements to schools' premises by delivering capital projects from inception to completion, ensuring delivery on time, budget and quality.

### Key Responsibilities

- Be responsible for the definition, performance, progress and timeliness of Children's Services projects in line with good practice and statutory requirements, ensuring buildings comply with current legislation.
- Ensure that project briefs are developed, reviewed and updated and that all of the viable options have been properly evaluated and costed and the recommended option meets the user needs.
- Provide both client-side and construction project management during all stages of the project delivery lifecycle for a range of schemes.
- Work with local school leaders and governors/academy trusts to represent the service in a client liaison role and act as champion for the delivery of projects, ensuring that the educational requirements of the project are well defined.
- Procure, lead, manage and motivate project teams, to ensure that there is a clear delivery strategy for feasibility, design management, procurement, and execution of projects, addressing poor performance where appropriate.
- Facilitate and coordinate complex and specialist technical advice on a range of issues and communicate the actions and outcomes to all relevant stakeholders.
- Manage the input of BCP Council support services to projects including property, finance, legal and procurement, ensuring that necessary documents are prepared, signed and completed and escalated where necessary.

- Attend site meetings and chair regular project progress meetings, receiving reports on project and commercial progress as required and removing barriers by communicating openly.
- Provide regular project reports to Schools Capital Programme governance boards that include a financial monitor of anticipated and actual capital costs against the agreed budget.
- Support the Schools Capital Programme Manager in preparing reports to seek funding approval from senior leaders and elected councillors.
- Ensure that pre-contract design development and post-contract scope changes and implications on quality, cost and time are managed and approved in line with robust change control processes and satisfy the Council's objectives.
- Motivate users and other stakeholders to gain commitment to the project and its outcomes and take a proactive approach to a complex case load, understanding different customer needs to be able to contribute to the resolution of contentious issues.
- Develop relationships with Corporate Estates, Facilities Management and Corporate Health and Safety teams and help to coordinate their role in advising our local school partners on their use of buildings, good estate management, building design and construction.
- Comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equality and Diversity legislation, the Health and Safety at Work Act and Data Protection legislation.

### **Specific Qualifications and Experience**

- Degree qualified, preferably in the built environment and commensurate professional experience
- PRINCE 2 / PMP / RICS or equivalent project management qualification or equivalent professional experience
- You will have a construction or project management background and extensive experience of delivering projects across a range of values.
- Specialised knowledge and skills across a range of sectors/service areas (including schools/education, construction contracts, construction procurement, regulatory requirements and the risks of non-compliance) gained through extensive experience, including broader commercial awareness
- Experience of managing budgets, resources and funding within the context of Local Government
- Thorough knowledge of effective change and stakeholder management principles gained through extensive experience
- Experience of and ability to build lasting client relationships and lead, manage and motivate strong, multi-disciplinary teams.
- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

## **Personal Qualities & Attributes**

- High level of resilience, attention to detail, emotional intelligence, calm under pressure.
- Ability to build sound working relationships quickly.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.