



Job Description

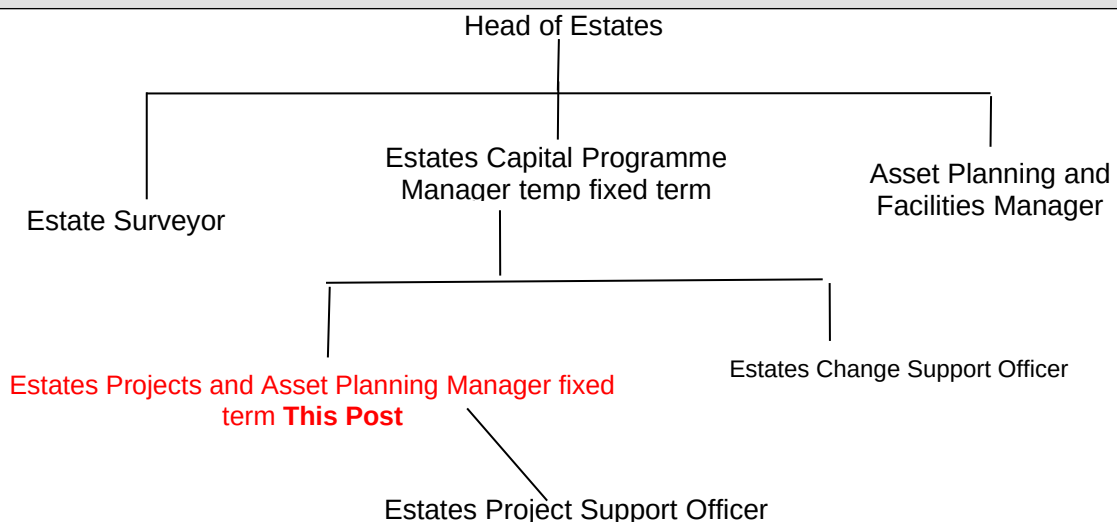
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| Date: | March 2021 |
| Job Title: | Estates Project & Asset Planning Manager |
| Post Number: | |
| Division/Department/Section: | Estates & Building Services |
| Line Manager: | Estates Capital Programme Manager |

1. PURPOSE

To provide a comprehensive service in asset planning and the use of the estate within the estates change projects and accommodation across the estate that reflects 'New Ways of Working'; and reinvestment in the property assets of the Force.

The post holder is responsible for managing some of the estates led projects, using Prince II Project Management methodology, as part of this wider Estates Change Programme. The post-holder is required to lead the project, from outline business case through to final implementation, including the development and ongoing management of a detailed project plan. The role will include the management of the implementation process coordinating all key stakeholders and other key departments such as HR and IT resources as well as property resources, reporting progress to key stakeholders. Further, the role includes the evaluation against specified success criteria the assessment of outcomes achieved.

2. POSITION IN THE ORGANISATION



| People who work directly for this post | |
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| Estates Project Support Officer | |
| 3. MAIN RESPONSIBILITIES | |
| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
| Design, present, implement and review the Force's accommodation strategy and plans; ensure the optimum use of the Force estate. | Deliver a well-designed space plan for interim and new estates change projects including redevelopment and reinvestment in buildings across the Force's estate with the result of achieving the efficient utilisation of the estate. |
| Decide upon the use and allocation of estate's space. Effectively use the established governance structure to ensure fair and efficient use of the estate in situations creating competing uses and impact on strategic direction. | Ensure the use of force estate is effectively co-ordinated, allocated and managed in line with force strategy and objectives. |
| Be in control of Force Wide space planning to co-ordinate and manage the effective implementation of all accommodation changes | Always have regard to the latest accommodation space standards in planning and delivery of accommodation change. Ensure all changes of accommodation are undertaken by carefully planning to enable works and create decant space. |
| Undertake option appraisals of new initiatives and projects for the use of the estate; develop business cases and provide recommendations accordingly. | To ensure that full evaluation of all future use of estates resources is professionally considered, appraised and 'delivery' is achieved where applicable. |
| Manage assigned capital estates and building projects; adopt methodology appropriate to each project, monitor allocated project budgets and maintain appropriate records. | Effectively deliver projects to meet the specifications on time and within budget; ensure expenditure complies with financial requirements and is aligned to budget allocations with any potential deviations identified at an early stage. |
| Be innovative in identifying, developing and embedding 'New Ways of Working' to make best use of the available estate. | Opportunities to 'work differently' are fully considered and evaluated, developed and embedded in the organisation. |
| Be responsible for ensuring the new Space Standards are adopted effectively and efficiently across the Force and wherever estates change projects are being progressed. | Up to date space standards are agreed and have received adequate consultation prior to adoption and their use is embedded in the organisation's accommodation requirements. |
| Take responsibility and be accountable for the delivery of any allocated project from outline business case through to final implementation | Delivery of recommendations resulting in business change and continuous improvement, across the Force. Produce detailed delivery |

| 3. MAIN RESPONSIBILITIES | |
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| What is the post responsible for? (INPUT) | With what results? (OUTPUT) |
| and post implementation review. | plans and execute their implementation. |
| Produce appropriate monitoring reports and documentation throughout the project including Feasibility Studies, Specifications and Business Cases. Manage the consultation process of these documents. | To provide an opportunity for all stakeholders to comment on documentation as part of the implementation process. To provide enough detail for the Force to understand the need for and means of change, as well as progress against the plan. |
| Prepare technical briefs and specifications for the engagement of consultant and contractors; responsible for any subsequent contract management. | Ensure that all consultants and contractors are procured in line with Force procedures and financial regulations and in line with current legislation |
| Prepare and produce financial reports performance data on asset planning and activities. Monitor financial assurance and financial performance of the project | Provide assurance on financial planning of the estates change project and sound budgetary advice on the cost of new change projects |
| Maintain an appropriate formal consultation process to ensure that all stakeholders are engaged and consulted at all stages of the implementation phase. | To ensure "ownership" of the research and final report by stakeholders. |
| Create opportunities to ensure "lessons learned" are identified and changes recommended as the project progresses and closes | Review projects and their progress to seek out improvements. |
| Provide support, advice and mentoring to new Staff in the Department. | To provide guidance for less experienced Staff. |
| This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues. | Completion of duties to meet the needs of the Police Service. |
| 4. CONTACTS | |
| Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work. | |
| 1. | Senior Managers both within and outside of the Force, including the office of the Police & Crime Commissioner. |
| 2. | All Ranks and Scales of Force Staff including Staff Associations (all Stakeholders) |
| 3. | Specialist Staff, including ICT, HR, Estates, etc |

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| 4. | Corporate Development Team |
| 5. | Representatives from Other Forces / Organisations such as HMIC and external Consultants |
| 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION Any special arrangements surrounding the job eg 24 hr responsibility, on-call time, and weekend work in this section. | |
| The Force Values together with the Police Staff Standards of Professional behaviour are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police. | |
| 6. HEALTH & SAFETY TRAINING Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required, eg, manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc] | |
| Manual handling training, VDU assessment You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities. | |
| 7. HEALTH MONITORING Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer? | |
| N/A | |
| 8. VETTING Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below eg 'this post is subject to vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate. | |
| Recruitment level | |
| 9. TERMS OF APPOINTMENT | |
| The Salary will be within Grade H. For full salary range please refer to Police Staff Pay Scales. | |

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| 10. PERSON SPECIFICATION | |
| <u>Essential Criteria</u> | |
| <u>Essential</u> Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post. | |
| Criteria to be measured | Competencies Required |
| Criteria A | Education - Educated to degree standard or equivalent relevant experience in a business-related discipline. |
| Criteria B | Project Management Qualification and Experience - Qualified as a Prince II Practitioner (or equivalent qualification). Must be able to demonstrate responsibility and experience of managing complex projects using Prince II (or equivalent) Project Management techniques. |
| Criteria C | Effective Communication, Negotiation and Influencing Skills - Must be able to demonstrate strong and effective communication, negotiation and influencing skills from a range of scenarios, including verbal and written formats. It is essential to demonstrate the ability to interact at all levels of rank and role and be a skilled interviewer. |
| Criteria D | Implementation of Business Change - Must be able to demonstrate considerable experience of implementing significant change projects in a complex environment and a clear understanding of the issues involved in leading change coupled with evidence of having undertaken Capital Business Cases, including whole life costing analysis, ensuring client briefs and feasibility proposals are developed in accordance with project aims and objectives. |
| Criteria E | Presentation Skills - Must be able to demonstrate effective presentation skills in terms of report writing, data interpretation, visual presentations, etc and utilise the relevant application depending on the project requirements. Able to communicate complex technical advice to senior decision makers in everyday terms to enable informed decision making |
| Criteria F | Technical Ability - Able to offer a demonstrable track record, through previous experience, of complex space and asset planning projects. Capability to provide assurance that the Force adheres to mandatory and statutory requirements through the asset planning process e.g. relevant mandatory space standards, fire safety etc. |
| Criteria G | Problem Solving - Must be able to demonstrate an effective problem-solving ability incorporating a systematic, disciplined and analytical approach as well as the application of Option Appraisal methodology to drive improvements. Track record of engagement and managing complex stakeholder relationships. |
| Criteria H | IT skills - Confident in ability to utilise all Microsoft packages including Project and preferably able to utilise CAD software |