

## Job Description

### Schools Project Manager

Role Profile	Specialist BCP Band I
Service/Team	Children's Services, Schools Capital & Place Planning Team
Reports to	Schools Programme Manager
Responsible for	
Number of posts	
Post number	
Career Grade	n/a

**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, ensuring that project plans are executed as instructed.

#### Key Responsibilities

- Be responsible for the performance, progress and timeliness of Children's Services projects in line with good practice and statutory requirements ensuring buildings comply with current legislation.
- Working with local school leaders and governors/trusts, represent the service in a client liaison role and act as champion for the delivery of projects, coordinating various elements and ensuring that the educational requirements of the project are well defined.
- Working with project teams, ensure there is a clear delivery strategy and robust arrangements are in place for feasibility, design management, procurement, and execution of projects and facilitate and coordinate complex and specialist advice on a range of issues within set guidelines.
- Ensure that the input of support services to projects including property, finance, legal is co-ordinated, that necessary documents are prepared and finalised including preparing project documentation.
- Providing client-side project management support during all stages of the project delivery lifecycle for a range of schemes.
- Ensuring 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.
- Attending site meetings and supporting regular project progress meetings, chairing as necessary, receiving reports on project and commercial progress as required and removing barriers by communicating openly.

- Ensuring that pre-contract design development and post-contract scope changes and implications on quality, cost and time are managed and approved in line robust change control processes and satisfies the Council's objectives.
- Ensuring that users and other stakeholders are committed to the project and its outcomes and take a proactive approach to a complex case load, understanding different customer needs and contribute to the resolution of contentious issues.
- Attending site meetings and support regular project progress meetings, chairing as necessary, receiving reports on project and commercial progress as required and remove barriers by communicating openly.
- Ensuring that pre-contract design development and post-contract scope changes and implications on quality, cost and time are managed and approved in line robust change control processes and satisfies the Council's objectives.
- Motivating 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.
- Developing relationships with Corporate Estates, Health and Safety teams in order to assist and advise our local school partners on the use of buildings and develop a breadth of knowledge of good estate management, building design and construction.
- Complying 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 thorough knowledge of project management gained through extensive experience
- Specialised knowledge and skills across a range of sectors/service areas (including schools/education, legal and regulatory requirements and the risks of non-compliance) gained through extensive experience in several complex and demanding roles, including broader commercial awareness
- Experience of managing budgets, resources and funding within the context of Local Government and the future plans of the council
- Thorough knowledge of effective change and stakeholder management principles gained through extensive experience
- Experience of and ability to build lasting client relationships and lead strong, motivated 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.