



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Resources

AREA/DEPT: Corporate Assets

FAU:

SECTION: Estate Strategy Section

JOB TITLE: **ESTATE STRATEGY TECHNICAL
CONSTRUCTION PROJECT
MANAGER**

REPORTS TO: Head of Estate Strategy

CURRENT RANK/GRADE: **H**

DATE: June 2020

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To be accountable for the successful planning, execution, monitoring, control delivery and closure of multiple construction projects relating to the Estate Strategy. Ensuring a consistent approach is applied to all Estate Strategy projects, compliant with the Police and Crime Commissioners Estate Strategy Governance Protocols.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) Lead, manage and motivate a professional team of technical personnel to provide building construction and design services expertise, advice and input into the development of the Police and Crime Commissioner's (PCC) estate. Identifying, evaluating and developing the projects wide-ranging objectives and detailed requirements and consider feasibility solutions moving towards a preferred and agreed solution.
- b) Project manage construction projects from inception to the authorisation of payment of the final account, including the design and development of schemes, feasibility studies, refurbishments and new build. To specify the work to be undertaken in appropriate detail, obtaining formal prices and appropriate authorisation, co-ordinating, facilitating and management of all aspects of project development, from inception to completion, including staff migration and vacating existing premises.

- c) Be responsible for the preparation of a design brief to include design drawings, technical specifications, tender / procurement documentation, management surveys and product selection to allow progression to the design development stage. Also giving cognizance to incorporating sustainable and carbon management development matters and environmental impact issues.
- d) Manage the review of implied modifications against the intended design and consider and recommend alternatives, if required, estimate the cost schedule and impact schedule and ensure approval by appropriate stakeholders is acquired.
- e) To develop and maintain project documents to ensure clear measurement of project's status, to include, stage cost plans, cost management on all project activities, contractual conditions of performance with the contractor, change control which captures any deviation to agreed product, quality control, risk management and mitigating actions, stakeholder management, phasing plans and stakeholder documentation. Ensure all aspects of the project delivery are fully compliant with the PCC Financial and Standing Orders and all Force Policies and the Estate Strategy Governance Protocols.
- f) Chair progress meetings and produce detailed reports and documents using various mediums on progress including, management reports, tracking against baseline programme, information release schedule and stage design documents for authorisation ensuring all stakeholders are appropriately kept aware of progress.
- g) To represent and act on behalf of other Estate Strategy Project Managers when required to provide resilience and ensure all project deadlines are achieved.
- h) Be accountable for all Health and Safety issues, to include risk assessment, pertaining to the postholder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety At Work Act 1974.
- i) Ensure that staff are trained and that all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder will be educated to degree level or hold equivalent recognised Building and design qualification, minimum HNC or NVQ Level 4, with extensive post qualification experience working at project management level within the construction environment and a proven track record for delivering major construction projects.

Extensive knowledge of working in a built environment and evidence of delivering major construction projects from inception through to completion is a vital requirement.

The postholder must demonstrate previous project management experience with design and technical specification skills and development of designs into schemes, from inception through to completion. Also the ability to compile and interpret stakeholder requirements, challenge design solutions and user requirements to deliver an efficient building that meets operational requirements within strict financial constraints.

To ensure the required level of expertise for this role the post holder must be a full member of a recognised built environment related professional institute, preferably but not limited to IWFM, RICS, RIBA, CIBSE, CIAT, CIOB or IET.

The postholder must be able to assemble and evaluate the tender documents, including specifications, schedules, etc for major refurbishments, and newbuild construction projects and convey that technical information to others by using various media.

Knowledge and experience in the operation of relevant statutory regulations, including Planning Law, Building Regulations, Asbestos working regulation, and an understanding of Health and Safety working practices and procedures is essential which needs to be demonstrated by a formal Institution of Occupational Safety and Health qualification (IOSH).

The post holder will have experience of supervising, leading and motivating a professional technically skilled team from a mix of external consultants and internal staff in a fast moving and constantly changing environment.

Proficient and experienced in Autocad computer aided design packages is required, together with the ability to understand and interpret working drawings

A thorough knowledge of the Police and Crime Commissioners Standing Orders and Financial Regulations, together with Force Financial Instructions in the procurement of services, will be required to deliver the role.

Have knowledge of Sustainability and Carbon Management matters, to ensure opportunities to reduce the carbon emissions are maximised.

The post holder must have good interpersonal and negotiating skills with an ability to work to strict deadlines. Also excellent written and presentation skills to communicate effectively to Chief Officers Group, PCC and other Senior Managers and Senior Police Officers.

The ability to work in a team, with a diverse workload is essential for the post holder, together with a flexible approach to work and an ability to work under pressure and meet deadlines.

It is essential for the post holder to have a full driving licence and suitable transport to travel to various locations throughout the Force.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No Police Powers

4. RELATIONSHIPS:

(a) *Supervisory responsibilities:*

The post holder will manage the Estate Strategy Project Coordinator.

The post holder will manage a team of external consultants delivering various elements of the design for each project

The post holder will be directly responsible for the delivery of a project/s which will require tasking both internal staff, police officers, up to Superintendent rank and external consultants.

(b) *Supervision Received:*

The post reports to the Head of Estate Strategy

The post holder will be expected to develop concepts and solutions and take the lead role in various projects. The post holder will plan their own workload to deliver the projects demands.

(c) *Other Contacts:*

(i) *Within Merseyside Police:*

Work closely with Head of Estate Strategy to ensure all activities are in the scope of the Estate Strategy.

Work closely with the other sections within the members of the Department, to ensure the projects meet with the department standards and criteria.

When necessary liaison with Chief Officers, Area Commanders and Departmental Heads on matters including ongoing and future projects.

It will also be necessary to liaise with the Office of the Police and Crime Commissioner.

Regular meetings with stakeholders to monitor the status of projects and make changes as required.

Strategy matters including ongoing and future projects.

(ii) *Outside Merseyside Police:*

Consultants
Contractors
Suppliers.
Local Authorities
Planning and Building Control Officers
Health and Safety Executive
Home Office ider for the Estate and Facilities Management
Asset database.

5. CONTEXT:

(a) *Operating Environment:* (Services provided, work patterns, who are the customers).

To deliver a Project Management service for the Estate Strategy.

The postholder works within the Force Flexitime Scheme but flexibility is required to meet the demands of the post

The Project Teams must have cover between the hours 08.30 – 16.45.

(b) *Framework and Boundaries:* (Policies and procedures which affect you and how these can be changed).

The post holder would be expected develop methods of working to meet the overall objectives of the Estate Strategy. The post holder will have the opportunity to influence, change and add to procedures and methods of working.

The post holder has responsibility to work within PCC Estates Strategy and Governance Protocols

Operational Policing Requirements
PCC Financial Instructions and Standing Orders
National Recognised Codes of Practice
Force Standing Instructions
Health and Safety Legislation
Statutory Regulations
Home Office Guidelines
Best Value
Departmental Policies and Procedure
Force Policy and Procedure
EU Directives

(c) **Organisation:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

The post is responsible to manage a professional team of internal and external personnel, to include working with the Operational Support Manager, to provide project management building construction and design services expertise and advice.

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: The Project Manager is responsible to the Budget Holder for managing and monitoring the expenditure of the various projects of financial value, from £500,000 up to £45,000,000, in accordance with the PCC Financial Regulations.

The budget holder is the Assistant Director of Corporate Assets. .

Staff: The postholder will be required to task and manage internal staff, Police Officers, up to Superintendent rank, external consultants, contractors and suppliers.

Other: Offer advice and provide guidance to those whom the postholder has no influence. The postholders customers are the Area Command Teams and Departmental Heads but also includes outside agencies - PCC, Home Office, Design Council, Design Champion, Local Authorities and other agencies. Consultants / Contractors / Suppliers.

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The postholder is required to manage a team delivering an effective project management regime for development of new build schemes and major refurbishments, from inception through to completion, staff migration into the completed project and vacating existing premises.

The postholder will possess strong leadership and interpersonal skills and will require a high degree of resilience to meet demanding targets and timescales.

The wide variety and broad range of demanding technical challenges involved in carrying out this role, together with the implementation of changes to legislation, ongoing improvements in technology and balancing staff with area needs will demand an open flexible mind with the ability to provide innovative solutions to complex problems.

Ensure detailed planning and programming takes place to provide a cohesive programme with the minimum disruption to customers.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

BIFM – British Institute of Facilities Management

RICS – Royal Institute of Chartered Surveyors

CIOB – Chartered Institute of Builders

CIBSE – Chartered Institute of Building Services Engineers

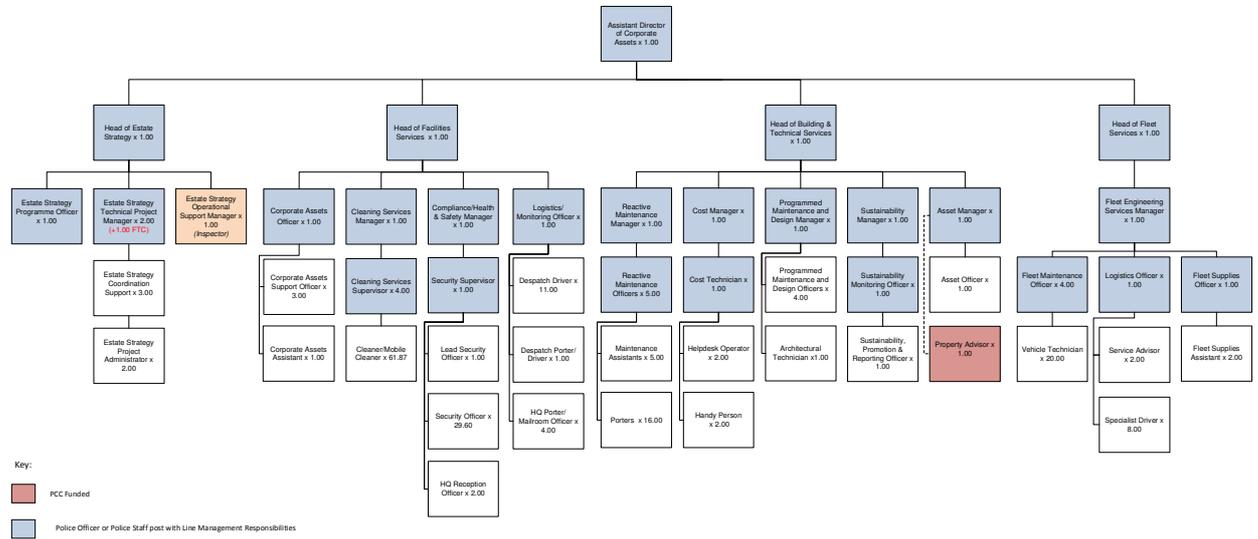
IET – Institute of Engineering and Technology

CIAT – Chartered Institute of Architectural Technologists

RIBA – Royal Institute of British Architects

9. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn