CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

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| **DEPARTMENT: Estates & Property** | **SERVICE GROUP: Built Environment** |
| **POST TITLE: Apprentice Project Manager / Quantity Surveyor** | **REPORTS TO: Project Management & CDM Manager** |
| **GRADE: PO4** | **SAP POSITION NUMBER: 50219296** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

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| **Key Purpose of Post:** |
| Support and assist the Project Management & Quantity Surveyor team undertake, oversee and manage projects across the authorityEnsuring that Health & Safety issues are considered throughout the lifecycle of a construction project, from design and construction to maintenance and demolition. |
| **Main Responsibilities of Post:** |
| * Act as Project Manager (overseen / supported by a Team Member or Project Sponsor), to initiate, manage, and continuously monitor, specific minor projects and/or specific aspects of larger projects to ensure effective progress and consistent delivery of projects aligned to the agreed funding, outputs and timescales for those projects.
* Assist in drafting Project Plans for approval and keep them up to date for each project.
* Undertake assigned duties and manage in accordance with the Project Management Procedures. Assist with updating project schedules and cost plans where required.
* Assist in identifying the necessary internal and external approvals consistent with current authority practices and procedures
* Contribute to the development of Communication plans to communicate progress of projects.
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* Assist in control and manage changes to the scope of a project, including assumptions, dependencies and constraints.
* Contribute to the preparation of business cases including achieving required results.
* Assist in identifying and monitoring risks and opportunities, develop mitigation plans and contribute to a risk management plan.
* Help to develop resource management plans for project activities, acquire and manage resources
* As Project Manager (overseen / supported by a Team Member or Project Sponsor) obtain accurate cost estimates so as to enable schemes to be progressed through various technical design and implementation stages

# Structure

Project Management & CDM Manager

Project Manager / Quantity Surveyor

Senior Quantity Surveyor

Senior Health & Safety Advisor

Apprentice Project Manager / Quantity Surveyor

# Special Knowledge Requirement: Will be used in shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.

You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).

Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas.

Uses specialist knowledge of health, safety and environmental

# Essential

X

X

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| policies, procedures and regulations, including risk in own area and/or across other areas of work ( inc legislation) |  |
| Uses a range of specialist ICT systems across own work area and or across other areas of work. | X |
| Uses, interprets, analyses and communicates complex information from a variety of sources. | X |
| Is a strategic thinker, constantly striving to improve procedures andprocesses for maximum efficiency | X |

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| **Relevant experience requirement: Will be used in shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above. |
| * Willing to undertake a Level 6 Apprenticeship in Project Management
* Commitment to apprenticeship
* Possess good communication skills;
* Analytical and problem-solving ability
* Interpreting data – text and numerical, information gathering and sorting
* A team player and with equal ability to work effectively on own initiative and without close supervision
* Effective and appropriate communication working effectively with and influencing others
* Report writing skills
* Computer literate
* Drive for results demonstrating clear commitment to achieving results and improving performance
* Committed to advancing own learning and competencies, a willingness to learn
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| **Relevant professional qualifications requirement: Will be used in shortlisting** |
| 5 x GCSEs grade C/4 or above including Maths & English (or equivalent qualifications) AND2 x A-levels (or equivalent) |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information, building relationships, providing advice and guidance, counselling, negotiating andpersuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |

**Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

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| **Management Competencies: to be used at the interview stage.** |
| **Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all thatthey do. |
| **Delivering Successful Performance** Our managers monitor performance of services,teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement.They champion the Council’s values and goals. |
| **Working Conditions:** |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. |
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| **Special Conditions:** |
| CRB/DBS check Occupational health checkFull driving licence and access to own vehicle and appropriately insured (e.g. Business Use)Must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. |
| **Compiled by: Date: SW** | **Grade Assessment Date: 28/06/2023** | **Post Grade: PO4** |