

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Built Environment
POST TITLE: Project Manager	REPORTS TO: Project Management / QS and CDM Manager
GRADE: P04	SAP POSITION NUMBER:

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.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

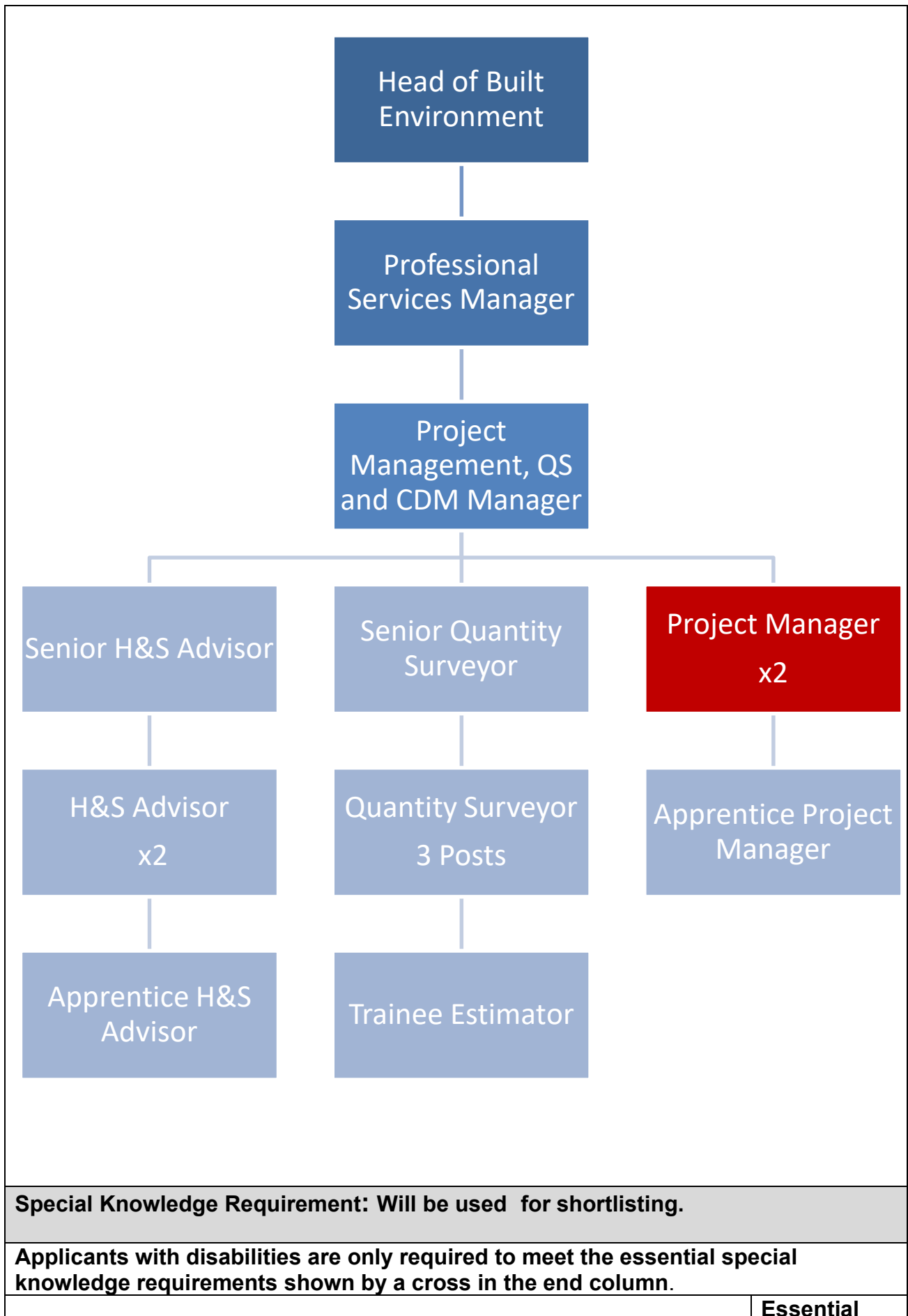
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
<ul style="list-style-type: none"> To provide a full professional project management and quantity surveying service in the delivery of major capital building projects for the Council from inception to completion using internal and / or external resources. To drive the delivery of building projects to the highest affordable standards within agreed budgets, timescales, standard and compliance with Statutory requirements. To provide expert advice on procurement, contractual and project management matters in relation to buildings and building related projects.
Main Responsibilities of Post:
<ol style="list-style-type: none"> 1) Take a lead role in the management and delivery of capital building projects. 2) Attainment of the best possible standards in the design and construction of buildings and associated works within the budget and programme agreed with the Client.

- 3) Preparation of documentation including, but not limited to; Cost Estimates, Cost Plans, Bills of Quantity, Schedules of Work, Cost Statements, Final Account statements and Project Management plans. Reports prepared using IT systems including electronic BoQ's preparation software to ensure an efficient, cost-effective and professional service to attain and improve on the section's Key Performance Indicators.
- 4) Establish good working relationships with all Clients and stakeholders in the support and delivery of the capital programmes and secure future work.
- 5) Manage personal work streams in line with project plans and ensure appropriate systems are in place for monitoring their progress.
- 6) Advise clients on methods of procurement and how to proceed with building projects. After establishing the procurement method assist Clients in the establishment, interpretation and development of briefs and instruct external consultants where appointed.
- 7) Ensure all projects are developed and delivered safely and in line with all current Health and Safety Regulations and Legislation.
- 8) Be able to fill the role of contract administrator under either JCT or NEC standard forms of contract. Also support and advise design teams on contract administration processes to ensure the Council is protected commercially.
- 9) Carrying out risk appraisals, stage reviews and complete cashflows and reports for projects.
- 10) Ensure appropriate records are kept of all key documents, decisions, approvals and expenditure.
- 11) Act as expert witness at formal enquiries giving professional advice as required.
- 12) Attend internal and external networking events, within and potentially outside of the Bradford district, conferences and Client committee or other meetings as required.
- 13) Ensure compliance and delivery in accordance with the Council and Services policies and procedures.
- 14) Keeping up-to-date with the latest building design and construction techniques and procedures so that office standards and procedures can be improved. Agreement and undertaking of a comprehensive training programme to apply personal skills to maximum effect and to achieve the section's CPD target.
- 15) Developing and implementing the use of all IT systems to their full potential. Be committed to and support office systems to increase the efficiency of the operational process.

Structure:



Competency Based Job Profile

Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,(e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly. b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language.	X
Carries out the working practices, procedures and basic operations across the specialist area of Project Management and / or Quantity Surveying practice.	X
Understands and applies health and safety working practices, including risk in own area of work and or across other areas of work, including building control, planning, listed buildings, cross section of building types.	X
Use or have knowledge of a range of specialist ICT systems across own work area, including but not limited to MS Office, Teams, SharePoint, NBS and MS Project. Knows and understands how to analyse, interpret and present complex information from a variety of sources including verbal and written.	X
Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively. Be a team player.	X
Uses, interprets, analyses, communicates complex verbal and numerical information.	X
Be well organised, able to make decisions, achieve objectives and meet deadlines.	X

Relevant experience requirement: Will be used for 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 level outlined under Special Knowledge above.	
Experience of working on numerous construction projects of varying complexity, value, duration and market sectors.	
Varied experience post qualification on numerous construction projects of varying complexity, value, duration and market sectors including Project Management and Quantity Surveying roles (or demonstrable experience in a similar role)	
Have a good understanding and knowledge of relevant statutory compliance, particularly building regulations, fire safety and CDM.	
Experience in drafting briefs, consultant contracts and contract documentation for standard forms of contract such as JCT and / or NEC (or demonstrable experience).	
Production of fully measured Bills of Quantities, Schedules of Works and Employers Requirements in accordance with SMM7 and NRM2 (or demonstrable experience).	
Experience of a wide range of Clients from different cultural backgrounds.	
Desirable – full driving licence.	
Relevant professional qualifications requirement: Will be used for shortlisting.	
Minimum of BSc Quantity Surveying or Project Management - or equivalent qualification / experience.	

Competency Based Job Profile

Able to demonstrate evidence of undertaking Continuing Professional Development (CPD) and maintenance of skills.

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.

Special Conditions:

You will be informed outline if there is a requirement for the post to have recruitment check such as DBS or CSCS card.

Hold a current driving licence.

On occasions may be called upon to work evenings, weekends and Bank Holidays as required by the needs of the service.

Must be able to physically attend site, including climbing ladders / scaffolding.

On occasion may be required to enter confined spaces for inspection and measurements.

Compiled by:

C I Blackwell

Date: 19/05/2023

Grade Assessment

Date:

Post Grade:

P04 - £41,496 - £44,539