## Job description

### Structure information

Job title: Education Capital Strategy Manager

Reports to job title: Head of Strategic Property

Directorate: Central Hub - Finance and Property

Division: Strategic Property

Section: Education Capital Strategy

Job identification number (JIN): 1519

### Job purpose

To deliver the property service and asset management function for Families, Children and Wellbeing service (FCW). To ensure the Education estate is fit-for-purpose and capital resources are maximised, within clear limits of affordability, to meet the statutory duty to secure sufficient school places for the number of pupils in the city.

To lead on the identification of capital investment requirements for FCW, manage the level of available capital resources allocated to support education buildings, and recommend a capital programme in respect of School Condition Allocation (SCA), Basic Need and High Needs Provision Capital Allocation (HNPCA) funding. To be responsible for using best endeavours to ensure capital projects are delivered within financial, quality and scope constraints.

### Principal accountabilities

* + - 1. Bring creative thought to, and devise, new solutions to the local implementation of national initiatives, to support the FCW client and Strategic Property in the delivery of services.
      2. Maintain a high-quality school Asset Management Plan (AMP) to inform the Corporate Property Strategy and Asset Management Plan, to maximise the allocation of central government resources to the council and secure transparency in decision making through active management of the schools AMP Steering Group.
      3. Advise on the capital strategy and planning in FCW so that they may determine which projects can be realised. Prepare bids and plans as required, ensuring the bid criteria of central government or other relevant agencies are met and can be contained within the council’s capital regime.
      4. Plan the education property capital programme and the planned maintenance programme in close liaison with the FCW client to ensure that all schools function safely and effectively every day of the school year.
      5. Manage capital projects on behalf of Strategic Property for the FCW client, in particular, the relationships with educational institutions and children’s services organisations.
      6. Lead and direct the Strategic Property Education Capital team to support the Corporate Landlord function and Operational Accommodation Strategy, providing property advice for schools/FCW and in connection with wider council projects, regeneration, and modernisation projects/programmes.
      7. Maintain contact with central government bodies to secure a full understanding of developments in the funding regime and their impact on the council.
      8. Represent the council on such procurement bodies as may be established to deliver education capital projects.
      9. Manage the continuing issues arising from the grouped schools Private Finance Initiative (PFI) contract and deal with any new PFI project administration which arises in the future. Advise the Head of Strategic Property on the contract and decide when to commission independent financial advice.
      10. For the current PFI contract and any new developments, carry out regular inspections of building work in progress, and facilities management services delivered, to determine whether the council should accept or challenge what is delivered by the contractor. Attend regular meetings with the schools involved with the PFI contractor, as the council’s representative and advise the Head of Strategic Property on any necessary action.
      11. Ensure there is effective financial management and reporting of agreed budgets in accordance with financial regulations and standing orders including reporting any budget discrepancies to the Head of Strategic Property together with workable financial recovery measures.
      12. Assist in the preparation and presentation of reports for Strategic Property and FCW on education capital planning, development, and performance; and the programme of work to modernise the council’s operational estate and transform ways of working, reporting to elected members as necessary.

### Health and Safety accountabilities

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

### Diversity and inclusion accountabilities

Understand the council’s diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

### Note regarding duties

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

## Person specification

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### Essential criteria

#### Job-related education, qualifications, and knowledge

* Professional qualification in appropriate discipline, e.g. Architecture, Engineering, Surveying, or other building/construction discipline, or equivalent level of knowledge gained through experience.
* Knowledge of the statutory and regulatory requirements of procurement, tendering, and contracting with significant practical experience.
* Knowledge of legislation and statutory guidance related to school organisation, e.g. Academies Act 2010 and the School Standards and Framework Act 1998.
* A good understanding of the operation of schools and school buildings and the application of Department for Education Design Guides and Building Bulletins.
* Knowledge of planning requirements and the planning process.
* Knowledge of project and programme management tools and approaches.

#### Experience

* Significant experience and practical understanding of delivering major construction development project(s) related to Education or service improvement.
* Considerable experience of dealing with a project financed in a PFI or equivalent.
* Significant experience of working within a public service framework
* Experience of working across services within multidisciplinary teams, managing relationships with partners, clients, stakeholders, and the public.
* Significant experience of dealing with contractors on site, as a representative of the client or project manager.
* Demonstrable experience of writing high quality reports for decision making and documentation required by central government.

#### Skills and abilities

* Able to build, develop and motivate trusting relationships, internally and externally.
* Strong problem-solving skills, and able to provide innovative solutions in complex and varying contexts, that are legally compliant.
* Able to work sensitively in a political environment and tactfully challenge solutions presented to achieve the best outcomes for the service.
* Excellent communication and negotiation skills at an appropriate level to achieve required results.

#### Health and Safety knowledge

* Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
* Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

#### Diversity and inclusion

* Demonstrate a genuine commitment to the council’s values in relation to embracing diversity and provide a service based on fairness and inclusion.

#### Other requirements

* A willingness to work as team player and contribute positively to achieve a common goal.
* A commitment to continuous development.
* The capacity to act decisively on your own initiative when the situation requires.