

JOB DESCRIPTION

Job Title:	Project Manager
Reports to:	Business & Performance Manager
Department:	Housing
Section:	Property and Investment

Purpose of the Job

The purpose of this role is to provide effective project management to the council's Housing Property & Investment service. This includes delivering service improvement, service review and procurement projects required within specific timeframes, budget and to a high quality.

Principal Accountabilities

1. To manage a portfolio of diverse projects, including procurement and service improvement projects. To deliver a high quality project management service reporting directly to the Contract Business Manager during the lifetime of the projects. This service to include managing projects from start up to final implementation including undertaking post-project evaluation and ensuring that the appropriate handover requirements are in place.
2. To manage procurement of term contracts, consultancy support and service contracts for the service. Working with procurement and legal services, contract managers and technical leads to develop project briefs, specifications and tender documents. Then mobilise procured contractors for delivery of works programmes.
3. As part of the service reviews, process management and management of projects to advise and inform senior management (Assistant Directors and Heads of Service) on findings, issues, risks and opportunities for service improvement or change management.
4. To use corporate project management standards to deliver projects on time and within budget that meet user acceptance criteria
5. To plan for, deliver expertise on and drive forward change management processes. To ensure the optimal use of ICT, Human Resource, Finance and other support service solutions in achieving improvements in service delivery.

6. To maintain current awareness of local and national government policy across housing in order to deliver a high quality and informed service to clients.
7. To quickly develop a detailed knowledge and understanding, and gather information from a wide variety of sources in diverse and often complex service areas.
8. To contribute to the ongoing development of internal quality assurance standards of the team and to develop operational processes, systems and standards within the team to ensure service and performance improvements.
9. To carry out duties in accordance with the council's Equalities and Health & Safety Policies.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Project Manager
Reports to:	Business & Performance Manager
Department:	Housing
Section:	Property and Investment

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• A degree or equivalent management qualification or comparable experience• An accredited PRINCE2 practitioner, comparable project management qualification or equivalent demonstrable project management experience.• Good understanding of maintenance of properties within the social Housing Sector, delivering repairs services and the complexities of investing, maintaining and improving council owned housing stock.
Experience	<ul style="list-style-type: none">• Significant experience of planning and managing projects to achieve agreed outcomes• Experience in change management and assisting other services in implementing change.• Experience of public sector procurement processes and requirements.• Experience of leading and supporting teams through culture change, engaging with and managing communications with staff, customers and senior stakeholders through service change.• Experience of undertaking business/process reviews and process mapping
Skills and Abilities	<ul style="list-style-type: none">• Ability to build trust and openness with customers and stakeholders, keeping them updated on progress and acting upon feedback.• Proven ability to work effectively with senior management and members of council.• Ability to plan and prioritise work – working under pressure to tight deadlines, organised and with a self-managing approach to work• Ability to effectively influence and co-ordinate the work of others• Excellent verbal and written communication skills.• Good negotiation and influencing skills• Ability to work effectively in a political environment
Equalities	<ul style="list-style-type: none">• A demonstrable commitment to the principles of equalities and carrying out duties in accordance with the council's

	equalities policy
Other Requirements	<ul style="list-style-type: none">• A real commitment to improving public services