FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Strategic Projects Manager
Reporting to:	Senior Manager Capital Delivery, Design and Strategic Projects
Responsible for Line Management of:	Strategic Projects Team
Your Job is to:	Lead the design, construction and delivery management of the Councils strategic investment projects including the new Town Hall / Arts Centre and those relating to the Learning Estate Investment Programme. To lead the project team and deployment of resources (including budgets) to ensure that comprehensive, high quality project management processes and procedures are adopted to ensure the effective and efficient delivery of projects and investment programmes are achieved.
Grade:	M

What you will do :

Job Specific Tasks

1. Responsible for planning, implementing and monitoring projects within agreed timescales, ensuring any statutory requirements are fulfilled
2. Develop and monitor the project plans ensuring timescales are achieved
3. Manage and develop the employee resources of the project team to achieve high morale and performance. Manage change, including challenging people and developing decision-making within the unit.
4. Accountable for monitoring relevant project budgets in consultation with both the Head of Service and Director, ensuring relevant groups/individuals are kept informed of progress, project risks and financial pressures together with mitigation measures.
5. Monitor and review project progress and prepare and present regular update reports as necessary, ensuring progress and risks are highlighted. Reporting will include both internally and externally to funding partners and stakeholders.
6. Procure, develop, implement, monitor required systems and/or contracts to ensure the effective co-ordination and delivery of the Project.
7. Lead and/or participate in various internal and external working groups, forums and project teams in relation to the Unit's activities. Effectively manage the relationships, both internal and external. Represent

the Unit, Division, Service and/or Council as required. Ensure respect for clients and appropriate response to their requirements.

8. Contribute to the development of the Service and Corporate Plan as part of wider service management team. Secure Best Value by having Service Planning and review processes in place.
9. Act a lead officer for the procurement, negotiation and management of appropriate delivery construction and other associated contracts and agreements to deliver the investment programmes projects.
10. Lead on the development of projects from inception, options appraisal and strategic outline cases to delivery of the full business case, financial close, construction and then evaluation via post project review.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will be responsible for leading on the development of policies and strategies.
5. You will be responsible for managing a budget.
6. You will be responsible for managing a service.
7. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
8. You will be required to resolve matters where individuals do not agree with decisions made by the Council
9. You will apply and ensure adherence to statutory regulations.
10. You will apply and ensure adherence to regulations or Council policy
11. You will lead the design and development of your area of responsibility
12. You will be responsible for short- and long-term strategic planning.
13. You will lead on the tendering and procurement process on a Council wide basis.
14. You will be responsible for moderately expensive equipment.
15. You must be mobile throughout the Council.
16. You will be required to use your own initiative.
17. You will be required to exercise sound professional judgement.
18. You will be required to maintain up to date knowledge of relevant legislation.
19. You will be required to maintain confidentiality at all times.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in relevant subject area	• Membership of relevant Professional Body	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Presentation skills • Organisational skills • Analytical skills • Report writing skills • Problem solving skills • People management skills • Attention to detail • Significant experience is required. • Project Management experience. • Experience of relevant legislation. • Experience using MS office packages. • Experience in managing a budget. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Experience managing a team. • Experience leading the development of polices and strategies. • Experience leading a service design/delivery. • Experience developing strategic priorities. • Demonstrable experience and understanding of various property project procurement approaches (including frameworks). • Relevant experience in a professional and management capacity • Ability to organise competing demands	• Experience working with Trade unions. • Experience in working in Public Sector or political environment. • Demonstrable experience of negotiating appropriate construction contracts • Demonstrable experience of leading on the securing of external funding and appropriate funding models to support projects and the compliance with funding conditions. • Gaelic language skills	Application Form Interview Qualification
Falkirk Council Values & Behaviours		**How we assess this**

• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview