



Property Services

Job description

Post:	Project Manager/Senior Project Manager
Grade:	PO1-PO3-PO5-PO7
Responsible to:	Head of Major Works /Senior Project Manager
Responsible for:	Project Managers, Clerk of Works, Resident liaison officers HfH Occupational Therapist, Administration staff (as allocated to the team and as appropriate to the level).

Purpose of the job role:

To undertake the contract administration/management role including decision making as a Project Manager / Client Agent under the Major Capital/PPM Works Programme Framework to ensure successful delivery of Homes for Haringey Capital/PPM Projects by the Constructor Partners and their supply chain (SCMG) within a PPC200 contract and Compliance Team (Lead and Cost Consultants) within the CRCS (Pan London)with projects delivered on time, within budget and to a specified high standard of quality

At higher grades....

To manage a programme of capital/PPM works to Haringey council housing stock, ensuring that contract conditions are complied with and that budgets and timetables are adhered to.

To be responsible and manage staff within the partnering team to ensure the programme delivery.

The post holder will play a strategic role in ensuring that Homes for Haringey delivers its annual investment programme of £50 million and take responsibility for meeting GLA targets.

Note re. PO1 grade. This is a development level with the same responsibilities as at PO3 but with an expectation that these will be carried out under greater supervision by more experienced staff and that the employee will be following an agreed development plan.

Duties and responsibilities

1. Participate, contribute and make decisions at the regular site progress meetings

(Partnering Team meetings) produce monthly written reports for the partnering and core group meetings and site inspections at all key stages of the programme including pre commencement stage to ensure programme delivery in accordance with the Client Brief

2. Ensure that a robust Change Control mechanism is implemented and managed to deliver the Capital programme including Early Warning Notices , Change Control Instructions and Requests for Information in accordance with the Homes for Haringey standard processes, procedures and reporting methods, Client Brief and PPC2000 (Project Partnering Contract) requirements
3. Accurately and regularly monitor and report upon all financial and project progress so that the Asset Management department is able to monitor the actual and projected delivery of the capital programme.
4. Participate and contribute to the monitoring and benchmarking of programme delivery Key Performance Indicators (KPIs) in accordance with the Homes for Haringey standard processes , procedures and reporting methods
5. Participate and contribute to programme delivery cost control and value management & engineering
6. Participate and contribute to the resolution of concerns, risk management and mitigation and delivery risk registers
7. Participate and contribute in the liaison with the Constructor Partners, Compliance Team and the Supply Chain Management Group (SCMG) supply chain partners to ensure that the programme scope of works are fully validated , agreed and signed off as "Approved AMP" prior to incorporation within the contract forms
8. To liaise closely with the Framework Constructor Partners and Compliance Teams (Lead and Cost Consultants) to ensure that the Change Control mechanisms , Contract Administration , Homes for Haringey standard process, procedures and reporting methods are fully managed , coordinated and implemented in a timely and accurate manner to ensure successful programme delivery in accordance with the Client Brief.
9. Liaise with residents, councillors, and members of other teams within Homes for Haringey and the council to ensure that works are properly prioritised and carried out in a positive manner so that high levels of stakeholder satisfaction are achieved.
10. Work with the partnering team to produce detailed Section 20 notices for our leaseholders for the works that will be undertaken in the coming programme. Hold consultations with leaseholders once the section 20 has been sent out,
11. Ensure that leaseholder consultation is effectively managed and that Homes for Haringey remains legally entitled to recover the full cost of works to leased properties. Prepare for and attend Stage 1 Leaseholder Tribunals and Court to

provide evidence on behalf of Homes for Haringey as required.

12. Achieve high standards of project administration, ensuring that comprehensive records are kept in accordance with Homes for Haringey standard processes, procedures and reporting methods and are systematically archived at the conclusion of each scheme.
13. Accept handover of completed projects and prescribed project documentation on behalf of Haringey Council and Homes for Haringey and contribute and participate in post completion activities including resident meetings and consultations, defects management and final account cost information assessment.
14. Arrange attend and manage resident and other meetings and present information as required. Respond to requests for information and complaints about the management of projects as required.
15. Participate and contribute toward programme delivery Design & Process development
16. Attend programme delivery workshops, lessons learnt workshops , End of Year programme review and close out workshops and meetings including the annual review of KPIs

Additionally at PO5

17. Participate and contribute to the Strategic Core Group to regularly review and stimulate progress of the Capital programmes
18. Assist and deputise for the team leader in managing the team.
19. Review and comment for approval Partnering and Project Timetables as required under the Framework Agreement and Project Partnering Contract (PPC2000)
20. Provide advice on design standards, specifications and proposed scopes of work
21. Establish the annual available programme budgets and issue the Project Briefs for each of the annual Project Partnering Contracts
22. Assist the partnering teams with the development of the Client Brief
23. Ensure that the capital programme is delivered in accordance with the requirements of the Project Partnering Contract including the Early Works Agreements, PPC2000 (Amended 2008), Commencement/ Sectional Commencement Agreements
24. Engage with the Partnering Teams in the development of the programme Communication Plans
25. Manage and coordinate in the strategic Design & Process development
26. Participate and contribute to strategic programme delivery cost control and value management & engineering

27. Implementation of a Problem Solving Hierarchy for programme delivery within the Strategic Core Group members
28. Implement, manage and coordinate Knowledge share, Best Practice and Lessons Learnt sessions with partnering team members
29. To prepare reports for senior managers and Directors and to attend board and committee meetings as required.
30. To collaborate closely with colleagues in other departments and within Haringey Council including but not limited to the Home Ownership team, the council's legal department, and the repairs team to ensure that capital projects can be effectively delivered and that the interests of the council and of residents are protected.
31. To achieve high levels of resident satisfaction with work carried out in and around homes managed by Homes for Haringey.
32. Ensure the team accurately collect and report all financial and project progress to senior management. Use this information to lead the teams' contribution to continuous improvement and efficiency gains.
33. Where requested, assemble and project manage section 106, regeneration and other works not contacted to Major Works constructor partners.
34. To assist with the continual survey and feedback on quality, effectiveness, and appropriateness of completed capital works, implementing continuous improvement plans.

Additionally at PO7

35. Deputise as and when required for the Capital Programme Manager.
36. Manage a Project Management Team responsible for the delivery of the Major Capital Works programme; and provide effective leadership, support and motivation to staff. Ensure all staff are recruited, trained, managed, appraised and developed in accordance with internal and statutory procedures in an effective and sensitive manner.
37. Attend Project Management Board meetings on behalf of Homes for Haringey.
38. Prepare reports for Haringey Council cabinet members.
39. To assist in the preparation of and resolving complex disputes on legal and other cases.
40. To give advice on the selection of contractors and consultants.

Health & Safety

The post holder is required to comply with all Health & Safety at work policies, procedures and guidelines which form part of this job description. The post holder must look after their own health, safety and welfare and be mindful of other persons

who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their line manager or another senior manager.

Equality and Diversity

The post holder is required to actively promote diversity in the workplace. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards employees or resident. The post holder should counteract such practice or behaviour by challenging or reporting it.

Safeguarding

Homes for Haringey is committed to safeguarding and promoting the welfare of vulnerable adults. Safe recruitment of staff is central to this commitment, and Homes for Haringey will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to vulnerable adults.

All staff working with vulnerable adults should be aware of, and share the commitment to safeguarding and promoting the welfare of vulnerable adults when applying for posts at Homes for Haringey.

Career Grade Person Specification

This post is subject to a career grade PO1-PO3-PO5-PO7.

This means that the job can be performed at any of these levels. Career grades carry with them the implication that employees may move up the various 'rungs' in the ladder. Whilst this is true such progression is not automatic. To move up to a higher grade the employee must be able to perform effectively at the higher level and there must also be a need for employees at that level and financial resources to pay them.

An assessment of the employee's potential to progress will be made each year at appraisal. PO1 is a development grade and readiness to progress will be kept under review at regular intervals. Progression may relate to completion of a specific task or gaining a specific qualification.

It is expected that employees will be able to demonstrate the additional requirements for their level in addition to those at the lower level(s).



Homes for Haringey

	PO1	PO3	PO5	PO7
Education (or equivalent experience)	Degree Level or Equivalent and or a technical discipline	Specialist Building industry and/or Project Management Experience	Specialist Building industry and/or Project Management Qualifications	Specialist Building industry and Project Management Qualifications
Experience	<ul style="list-style-type: none"> ▪ Experience of managing contractors in the building industry ▪ Experience of dealing with customers and the wider community ▪ Experience in a technical discipline 	<ul style="list-style-type: none"> ▪ Experience of managing projects in the building industry ▪ Experience of working with contractors and of building contract management ▪ Experience of successfully dealing with residents and addressing complaints ▪ experience of change control and contract management 	<ul style="list-style-type: none"> ▪ Experience of managing complex projects ▪ Extensive experience of all key aspects of strategic housing and construction related matters ▪ Strategic programme planning , monitoring and due diligence ▪ Strategic implementation of processes and procedures ▪ experience of change control and contract management 	<ul style="list-style-type: none"> ▪ Leading a team of professional staff ▪ Investment , financial and business planning ▪ Managing a programme of high level strategic projects ▪ Working constructively with a range of external and internal partners ▪ Managing major contracts and works programmes ▪ Preparation for and resolution of disputes in legal and other cases
Knowledge	<ul style="list-style-type: none"> ▪ Broad understanding of the current challenges within 	<ul style="list-style-type: none"> ▪ An all round technical knowledge and expertise in all areas of the construction and property 	<ul style="list-style-type: none"> ▪ Technical competence in all areas of construction and property ▪ Strategic Contract 	<ul style="list-style-type: none"> ▪ Developed understanding of building contracts and the management of contractors

	<p>the Social Housing sector</p> <ul style="list-style-type: none"> ▪ Broad understanding of project management principles ▪ Broad understanding of the organisation of the building industry 	<p>disciplines</p> <ul style="list-style-type: none"> ▪ Project management techniques ▪ Contract law ▪ Change control and management ▪ Social Housing 	<p>Administration and contract law</p> <ul style="list-style-type: none"> ▪ Procurement planning and advice ▪ Developed knowledge of the current challenges within the Social Housing sector ▪ Demonstrable knowledge of operational and strategic programme delivery ▪ Knowledge and understanding of HfH's function, mission statement and aspirations ▪ Knowledge and understanding of the Councils function and standing orders • An understanding of the health and safety legislation relating to the construction industry 	<ul style="list-style-type: none"> ▪ Developed understanding of the range of standard construction contracts • An understanding of importance of value for money • Knowledge of the Social Housing sector and awareness from a strategic perspective • Good understanding of quality assurance processes and procedures.
Skills	<ul style="list-style-type: none"> • Good Organisational skills • Good time 	<ul style="list-style-type: none"> ▪ Customer focused and results driven • Able to communicate with residents, housing 	<ul style="list-style-type: none"> ▪ Ability to remain effective in a pressurised and ambiguous environment. ▪ Ability to assimilate 	<ul style="list-style-type: none"> ▪ Demonstrable ability to control large budgets ▪ Ability to delegate while remaining in effective

	<p>management skills</p> <ul style="list-style-type: none"> • Good IT skills • Able to work within a “can do” culture. • Good communication skills 	<p>management, and repairs professionals.</p> <ul style="list-style-type: none"> ▪ Ability to remain calm under pressure • Ability to assimilate complex information and communicate effectively, both verbally and in writing. • Ability to analyse data and communicate it clearly ▪ Ability to work on own initiative and manage workload efficiently 	<p>complex information and communicate effectively, both verbally and in writing.</p> <ul style="list-style-type: none"> • Ability to think strategically and logically • Able to communicate with residents, housing management, repairs and capital investment professionals at all levels. • Ability to make timely decisions 	<p>control.</p> <ul style="list-style-type: none"> ▪ Ability to work with and respond to senior staff both within and outside HfH. • Contribute to strategy and ideas. • Able to chair and lead meetings • Proven ability to deliver legalistic case documentation and evidence • Ability to proactively identify and manage risks to business • Excellent communication skills both in person and in writing to individuals and groups within the local community and among staff and partners. • Good interpersonal skills with strong stakeholder focus • Good organisational, leadership and management skills
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Other	<ul style="list-style-type: none"> ▪ Committed to equality and diversity ▪ Full Driving Licence ▪ Ability to visit and inspect building sites 	<ul style="list-style-type: none"> ▪ Resilience and stamina ▪ Team player ▪ Level headed and systematic approach required 	<ul style="list-style-type: none"> ▪ The self confidence to stand their ground when required with senior colleagues both within and outside HfH. 	<ul style="list-style-type: none"> ▪ Effective staff management with an open and proactive approach
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