

JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive Officer (DCEO)
SERVICE	Corporate Development Team (CDT)
POST NUMBER	TBC
POST TITLE	Development Project Management Support
POST GRADE	Local Salary Scale LSO
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Development Projects Manager (Delivery)
RESPONSIBLE FOR	Development Project Manager (Trainee)
JOB PURPOSE	To ensure effective management of projects within the development, construction and property sector. To lead and be responsible for delivery of one or more projects in line with approved Project Brief, Business Plan and Budget as assigned by the Development Projects Manager (Delivery) and Development Strategic Lead.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Have overall responsibility for successful delivery and proper management of one or more projects in accordance with the approved Project Brief, Business Plan and budget. Responsible for all aspects of progress, coordination and delivery.

2	At each RIBA Gateway, to prepare or update a Project Execution Plan (PEP) setting out the approach to the relevant RIBA Stage and subsequent Stages. To include, as a minimum, <ul style="list-style-type: none"> - Programme - Budget - Delivery Plan for the relevant Stage
3	To implement the PEP once approved, leading delivery of the relevant RIBA Stage.
4	To prepare, keep updated and implement a Programme (Gantt-chart) showing all project actions and the critical path.
5	To prepare and keep updated a Project Risk Register identifying all risks, their mitigation measures and responsibilities; to ensure implementation of mitigation measures.
6	To identify, scope, procure (in conjunction with the Development Surveyor) and lead consultant teams for the delivery of a project. Ensure the project is sufficiently resourced to achieve all outcomes and meet all statutory and project requirements.
7	Work in accordance Rother District Council (RDC) processes, procedures and Public Procurement Regulations where necessary.
8	Support the Development Surveyor to produce construction budgets and estimating functions for construction and development projects.
9	Arrange and chair all project meetings including Consultant Team meetings and internal monthly Project Review Meetings, ensuring preparation in advance and comprehensive recording of actions and minutes.
10	Prepare monthly project Highlight Reports to be delivered to the Development Programme Manager and Strategic Lead.
11	Identify the need for all approvals and ensure these are obtained, ensuring all necessary information is prepared in sufficient time to allow approvals to be given.
12	Ensure all project outputs and deliverables represent value for money, are fit for purpose and achieve the project requirements.
13	Generally ensure value for money is achieved through good project management, administration and value engineering.
14	Line management responsibility for the Development Project Management Support (Trainee).
15	When required and as part of flexible working – to work within other Services and Directorates in support of the Council’s overall objectives and projects
16	Co-operate with Managers in implementing the Council’s Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council’s Health and Safety Manual
17	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service
LOCATION	Although the post is normally based at Bexhill the postholder may be required to work elsewhere in the District either temporarily or permanently. Specifically, the Project Manager will be required to

attend Project Sites/ Proposed Sites as required to effectively carry out the role.

Colleagues are expected to demonstrate our Values and Behaviours –

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



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DIRECTORATE	Deputy Chief Executive Officer (DCEO)		
SERVICE	Corporate Development Team (CDT)		
POST GRADE	Local Salary Scale LSO		
		Essential	Desirable
Qualifications			
A degree and / or equivalent professional qualification in an appropriate subject (Quantity Surveying, RICS, ICE etc).			X
An appropriate Project Management qualification or relevant experience, ideally construction-specific Project Management.		X	
Educated to A level standard with GCSE in Maths and English Language.		X	
Experience			
Relevant experience and knowledge of development and contracting within a similar Project Management role, on projects of similar scale and complexity.		X	
Clear experience demonstrating specific expertise relating to one or more of the following: <ul style="list-style-type: none"> - Developer side Town Planning - Technical Design Management - Construction Management 		X	
Clear understanding of contract documents and obligations.		X	
IT literate, expertise in Microsoft office package (especially Excel and Word).		X	
Sound technical health and safety knowledge in relation to construction industry would be desirable.			X
Ability to lead and motivate staff.			X
Skills and Abilities			
Specific knowledge and experience leading Projects within the Development, Construction and Property Sectors. Either (a) Residential; (b) Non-Residential, or ideally (c) a combination of both. Projects of a nature and scale of relevant to those within RDC's Development Programme.		X	
Proven ability to manage budgets with a high degree of accuracy.		X	
Proven ability to prepare and implement project-specific Gantt-Chart Programmes.		X	
Excellent written and verbal communication skills and the ability to disseminate complex financial information.		X	
Be an effective negotiator with the ability to manage complex commercial matters.		X	
Training			

Relevant training in Project Management.	X	
Evidence of project management CPD.		X
Knowledge		
Able to demonstrate excellent understanding of Construction Project Management including practical application.	X	
An understanding and experience of Public Sector procurement rules and processes.		X
Knowledge of contract administration and legal matters in relation to construction and development.	X	

August 2024

Development Project Management Support – Terms of Reference

1. Purpose

The Development Project Management Support role ensures delivery of individual projects within the Council's Capital Development Programme in accordance with the parameters set by Cabinet and the Corporate Programme Board. The role will provide day-to-day oversight and management of one or more projects, overseeing all aspects of delivery and reporting back to the Development Programme Strategic Lead and Development Programme Manager. A Project Manager may have responsibility for one or more projects.

2. Roles and Responsibilities

The Development Project Management Support role has responsibility for the day-to-day running of a project.

The role will:

- Procure, coordinate and manage professional consultants to realise and implement the Cabinet-approved Project Brief, Business Plan and budget.
- Work closely with the Development Surveyor and Development Programme Manager to ensure project finances are reported and consolidated into a consistent reporting format.
- Work closely with the Development Surveyor and Development Programme Manager to ensure the preparation of Cash Flow Forecasts, budget, and to support the contract administration and valuation.
- Lead professional consultants to ensure delivery of the project in accordance with the Cabinet-approved Brief, Budget and Business Plan.
- Prepare and keep updated:
 - Gantt-chart schedule setting out all activities and the critical path
 - Cost tracker
 - Risk Register
- Have overall responsibility for ensuring progress, identifying issues and ensuring solutions are in place for individual projects.
- Have overall responsibility for identifying the need for and obtaining project-level decisions.
- Share information as is necessary with the Development Programme Manager (DPM) and Development Finance Manager (DFM) to support informed decision making.
- Include an objective assessment of alternative choices, decisions, their implications and, where appropriate, make recommendations for a specific decision or action.
- On receiving a decision or confirmation of strategic direction, prepare strategies to deliver that decision or direction.
- Line management responsibility for the Development Project Management Support (Trainee).
- Have delegated authority to make decisions in relation to a project, issue instructions and authorise expenditure within the scope of the approved Project Brief, Business Plan and budget.

- Act within the parameters and scope of this document, Cabinet approvals, and as instructed by the Development Programme Strategic Lead.
- Shall always act in the best interests of the project.
- Lead a monthly Project Review Meeting, facilitating detailed, progress-focussed discussion of every aspect of a project.
- Lead monthly (or more frequent) design/ project team meetings, facilitating detailed, progress-focussed discussion of every aspect of a project.
- Prepare a monthly highlight report to be delivered to the DPM.
- Keep the DPM and Strategic Lead updated with progress, providing regular project updates.

3. Delegated Responsibility

The Strategic Lead delegates responsibility for all aspects of the day-to-day operation and running of a project to the Development Project Management Support.

The Development Project Management Support will prepare and keep updated the following in relation to the Programme:

- Schedule, in Gantt-chart format, showing activities and the critical path
- Risk Register
- Cost Schedule

These shall form the basis for periodic reporting to the DPM.

Decision-making

The Development Project Management Support can make the following decisions (all so long as within the approved parameters):

- Design and operational decisions which implement the approved parameters in relation to a project for which the role is responsible.