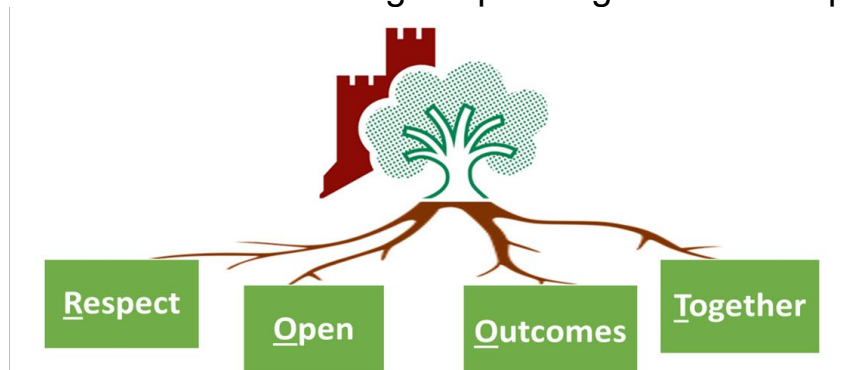


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive Officer (DCEO)
SERVICE	Corporate Development Team (CDT)
POST NUMBER	TBC
POST TITLE	Development Project Management Support (Trainee)
POST GRADE	Local Salary Scale S5-S6
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Development Project Management Support
RESPONSIBLE FOR	N/A
JOB PURPOSE	To aid the Development Project Management Support to ensure effective management of projects within the development, construction and property sector. To support with the 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	To study to achieve qualification in a relevant professional qualification in an appropriate subject (Project Management etc).
2	Supporting the delivery and proper management of one or more projects in accordance with the approved Project Brief, Business Plan and budget.
3	At each RIBA Gateway, to support with the preparation or updating of a Project Execution Plan (PEP) setting out the approach to the relevant RIBA Stage and subsequent Stages.
4	To support the implementation the PEP once approved.
5	To support the preparation, updating and implementation of a Programme (Gantt-chart).
6	To contribute to the preparation and updating of a Project Risk Register, including the monitoring of implementation of mitigation measures.
7	Work in accordance Rother District Council (RDC) processes, procedures and Public Procurement Regulations where necessary.
8	Support the wider team to produce construction budgets.
9	To support project meetings where required, to include recording of actions and minutes.
10	To support the Development Project Management Support to prepare the monthly project Highlight Reports.
11	Ensure all project outputs and deliverables represent value for money through good project management and administration, which are fit for purpose and achieve the project requirements.
12	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
13	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
14	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
<u>O</u>utcomes	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
<u>T</u>ogether	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



POST TITLE	Development Project Management Support (Trainee)	
DIRECTORATE	Deputy Chief Executive Officer (DCEO)	
SERVICE	Corporate Development Team (CDT)	
POST GRADE	Local Salary Scale S5-S6	
	Essential	Desirable
Qualifications		
A degree and / or equivalent professional qualification in an appropriate subject.		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		
Good organisational and time management skills.	X	
Relevant experience and knowledge of development and contracting within a similar Project Management role.		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
Skills and Abilities		
Specific knowledge and experience supporting 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	
Ability to prepare and implement project-specific Gantt-Chart Programmes.		X
Excellent written and verbal communication skills.	X	
Ability to work well as part of a team.	X	
Training		
Relevant training in Project Management.		X
Knowledge		
General understanding of Project Management and its application.	X	
Able to demonstrate 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
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August 2024

Development Project Management Support (Trainee) – Terms of Reference

1. Purpose

The purpose of the Development Project Management Support (Trainee) is to aid the Development Project Management Support and wider team with the 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 support for one or more projects, reporting back to the Development Project Management Support. This role may have responsibility for one or more projects. There will also be a requirement for the role to gain a recognised professional qualification to further support the development and understanding of the post holder.

2. Roles and Responsibilities

The Development Project Management Support (Trainee) role has responsibility for the day-to-day support of a project.

The role will:

- Help the Development Project Management Support to procure, coordinate and manage professional consultants to realise and implement the Cabinet-approved Project Brief, Business Plan and budget.
- Work closely with the Development Project Management Support to ensure project finances are reported and consolidated into a consistent reporting format.
- Work closely with the Development Project Management Support to ensure the preparation of Cash Flow Forecasts, budget, and to support the contract administration and valuation.
- To support the preparation, updating and monitoring of:
 - Gantt-chart schedule setting out all activities and the critical path
 - Cost tracker
 - Risk Register
- Share information as is necessary with the Development Project Management Support to aid informed decision making.
- 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.
- Support with monthly Project Review Meetings.
- Support the Development Project Management Support to prepare a monthly highlight report.
- Keep the Development Project Management Support updated with progress, providing regular project updates.