

JOB DESCRIPTION

TITLE: Project Manager

POST NO:

DEPARTMENT: Children & Learning

DIVISION: Resources & Performance Review

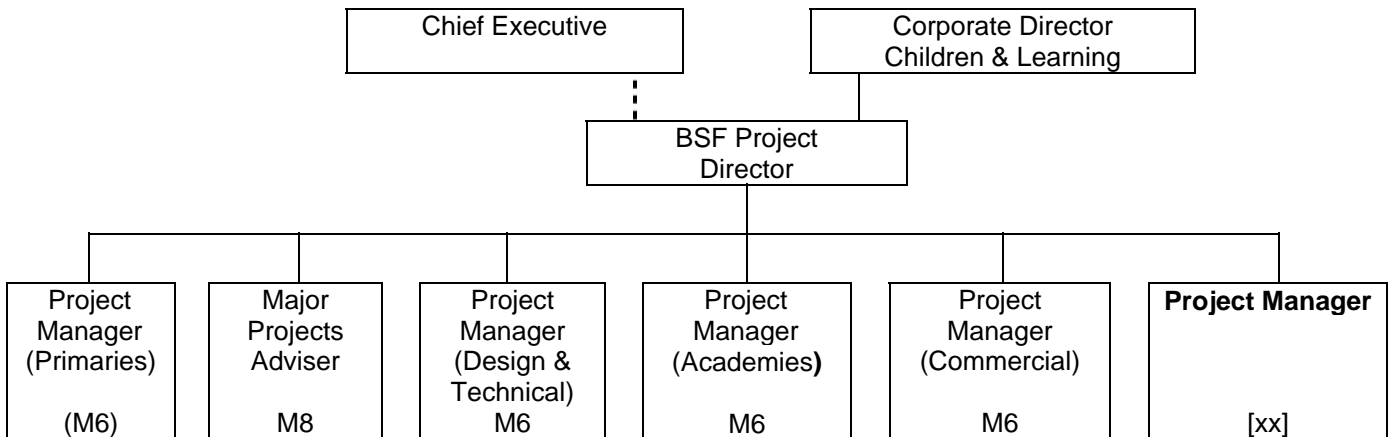
RESPONSIBLE TO: BSF Project Director

GRADE: []

PURPOSE OF POST:

To project manage the development and the delivery of the Swimming Pool project.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

- | | <u>%</u> |
|---|----------|
| 1. Identify and engage with key stakeholders (local community, leisure providers, local education establishments, regional and national sports bodies) in developing and regularly updating a vision and plan for the Swimming pool that supports social inclusion and community cohesion, delivers local accessible services and helps the regeneration of local areas, utilising additional capital and revenue resources where possible. | 25 |

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2. Lead the technical development and preparation of key documents including Feasibility Study, Options appraisals, Output Specifications, Business Plans and Wholelife Costs ensuring that the project develops appropriately and is sustainable socially, economically and environmentally. Identify, at the appropriate time, the necessary in-house and external support (consultancy) necessary to support these milestones. 25
3. Lead the development and preparation of key Project Management documents including Project Plan, Risk analysis, Budget thereby delivering the project within acceptable parameters (to be agreed). 20
4. Identify the delivery route and potential partners for the project; Develop the tender documents; Lead, with support from the BSF Director and the BSF team the negotiations with the private sector the delivery of the swimming pool. 25
- 5 Report on the project progress to the Head of Service, Project Sponsor, Project Board (to included appropriate stakeholders and cross political party representatives) and Major Projects Board. 5

DIMENSIONS:

Supervisory Management:

None currently envisaged

Financial Resources:

To manage the project development budget (to be agreed) and then to deliver the facility within the overall funding available (to be agreed)

Physical Resources:

None

Other:

None

CONTEXT:

Building Schools for the Future (BSF) is the Government's national strategy for capital investment in the secondary school estate in order to support the transformation of education. As part of this programme, Luton has been included in Waves 3 and 6 and will receive capital funding estimated at a minimum of £217m over the period 2009/10-2013/14.

Luton has a long standing and cross party aspiration to develop a first class swimming facility. There have previously been reports commissioned and parcels of work undertaken. Various locations have also been discussed to provide a home for this facility.

To deliver the BSF project, Luton has set up an integrated project development team with strategic level commercial support, legal, financial and technical support. This generates operational and efficiency benefits and also provides a clear delivery mechanism. It is proposed that this Project team structure is utilised to restart the Swimming Pool Development Project

The new post would report directly to the **6.1/5** BSF Project Director who in turn

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would report to the project sponsor (Chief Executive). It is proposed that a project governance structure be established that includes cross political party representation, user group and community representation, Head of Environment and Regeneration and Active Luton, Head of Environment and Regeneration and Active Luton, [others to be discussed and agreed]

Working Conditions: N/A

Physical Effort: N/A

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
 Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of working collaboratively with senior managers and external clients in delivering major projects.	1,2		
	Substantial experience of preparing bids for external funding.	1,2		
	Substantial experience of project procurement and delivery	1,2,5		
	Substantial experience of successful liaison, negotiation and communication with the private sector regarding project delivery.	1,2,5		

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Skills/Abilities	<p>Communication skills - able to negotiate with and persuade and influence others at a senior level, make presentations to interested groups and to achieve agreement or consensus between groups or individuals with differing aims</p> <p>Organisational skills - able to manage periods of heavy and conflicting demands</p> <p>Judgement skills - able to prepare and present complex reports and undertake formal presentations on complex matters in a clear and comprehensible manner to both professional and lay audiences.</p> <p>ICT skills – the use of ICT to enhance service delivery, analyse and interpret data, produce meaningful statistics and write reports</p> <p>Able to prioritise own workload to meet deadlines and to manage periods of heavy and conflicting work demands.</p> <p>Accurate and thorough attention to detail.</p> <p>Proactivity and ability to work on own initiative</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
Equality Issues	<p>Able to demonstrate a clear understanding of what constitutes unfair discrimination and its effects on the community and employees including disadvantaged groups in both.</p>	<p>1,2</p>		
Specialist Knowledge	<p>In-depth knowledge of public sector management practices, including financial regulations, standing orders and procurement processes</p>	<p>1,2</p>		
Education and Training	<p>Evidence of continuing professional development.</p>	<p>1,2</p>		

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Other Requirements	Able to attend executive, scrutiny, area panel, governing body and other meetings taking place in the evening (maximum of *1 per week)	1,2		
	Able to travel throughout the Borough to make visits to Authority locations (frequency - *5 per week).	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).