

## JOB DESCRIPTION

**TITLE:** BSF Project Manager (Academies)

**POST:** New post linked to the design and build of Luton's two academies within the Building Schools for the Future (BSF) Programme

**DEPARTMENT:** Children & Learning

**DIVISION:** Resources and Performance Review

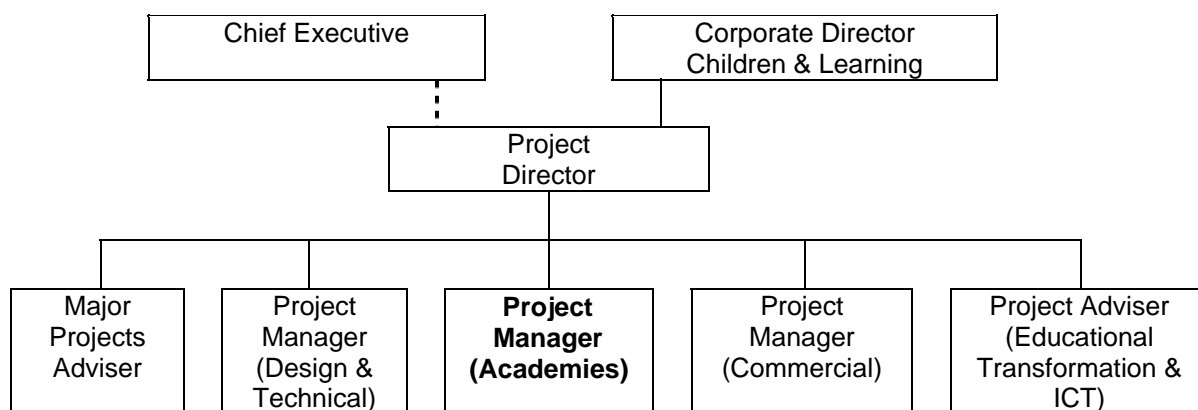
**RESPONSIBLE TO:** BSF Project Director

**GRADE:** M6

### PURPOSE OF POST:

To project manage the delivery of the two Academies, working alongside key stakeholders (Sponsor, Design Groups, PfS and DCSF) to ensure that progress and momentum are maintained to fit in with the overall BSF procurement timetable for Wave 3 Phase 1 projects. The role will continue during the construction of the academies by the Local Education Partnership (LEP) and eventual handover of the new buildings to the two separate Academy Trusts.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

%

The Project Manager (Academies) on behalf of the Council, will provide the following:

1. Facilitate and provide day-to-day management of the Academy Design Groups to ensure that meetings take place on a regular basis, that agendas and minutes are prepared and circulated on time, that follow-up actions are implemented and that relevant information is provided and decisions made to allow momentum/progress to be maintained against published timelines. 15%

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| 2. | Facilitate and provide professional management support to the academy design groups in developing the two academy designs to Royal Institute of British Architects (RIBA) Stage D, working alongside the Project Architects, Sponsor, Academy Principals, Academy staff, Academy Trustees, Partnerships for Schools (PfS) and other stakeholders as appropriate, ensuring that such designs are developed according to the required procurement timescale and remain affordable within the funding available.   | 15% |
| 3. | Liaise closely with the Project Architects and Preferred Bidder in finalising the novated academy designs from RIBA Stage D generated by the academy design groups to RIBA Stage E/F, ensuring that the final designs remain affordable within the funding envelope and continues to deliver the Sponsor's vision for the two academies.  | 15% |
| 4. | Assist in the procurement of a Private Sector Partner (PSP) to work with the Council and Partnership for Schools (PfS) that will result in the establishment of a Local Education Partnership (LEP) as the main vehicle for delivering the BSF Programme, including the two new build academies.  | 15% |
| 5. | Following contractual/financial close, work alongside the Local Education Partnership (LEP) in the construction of the two new build academies. In the case of the Barnfield West Academy (former Halyard High School Site), ensure that disruption to existing service delivery is minimised during this construction period. Ensure that issues that arise are addressed on each site.  | 15% |
| 6. | Provide a strategic input into the BSF programme to include AMP issues, development of generic technical and output specifications and support the procurement of a Private Sector partner (PSP). Liaise with the Project Manager (Design and Technical) and other BSF team members as appropriate to ensure that all four Phase 1 (Wave 3) projects progress in a timely and effective manner and that the experiences gained in one group help inform progress, developments and approaches taken in another. | 15% |
| 7. | Manage and support the administrative input into the academy design groups. Following completion of the two new build academies, work with the Academy Trusts and LEP to secure completion and handover of the two buildings, ensuring that any outstanding issues that might have an operational impact are resolved and that both buildings are deemed fit for purpose.   | 5%  |
| 8. | In association with the Department for Children, Schools and Families (DCFS), the Public Private Partnership Programme (4Ps) and Partnerships for Schools (PfS), help deliver appropriate training courses to councillors, managers, heads of establishments, staff, trustees, governors and academy sponsor on the technical dimensions of BSF, making reference to Building Bulletin 1998, DCFS guidelines, Design Quality Indicators for Schools (DQIsS) and other benchmark standards where appropriate.    | 5%  |

### **DIMENSIONS:**

#### **Supervisory Management:**

Managed the administrative input into the facilitation and operation of the two Academy Design Groups. This input will be provided by the BSF Data Officer.

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### **Financial Resources:**

The two academies are to be built by the LEP within the BSF programme. Funding of £27m per academy has been identified within the funding allocation model (FAM) plus a further £2m available to support ICT within each academy. In addition, it is likely that an additional £500k will be available for each academy to support the Government's sustainability agenda for new build establishments. Thus, total funding of around £59m is available for the two new build academies.

### **Physical Resources:**

None

### **Other:**

None

### **CONTEXT:**

This is a key post in the BSF Team and has been identified by both PfS and DCFS as an essential requirement to ensure effective delivery of the two new build academies within the BSF Programme. The postholder will need to be technically qualified in order to advise on the need to address AMP issues, agree design and output specifications for new build and to determine project phasing within BSF against published timelines. The role will demand a high degree of diplomacy and excellent programme management skills to ensure that the projects remain on track and runs parallel to the BSF procurement process. The two projects will need to be both deliverable and affordable. The two Academies are deemed to be both critical and high priority projects within Luton's BSF Programme

Procurement will take an estimated 20 months and construction a further 18 months (Barnfield South Academy) or 21 months (Barnfield west Academy).

The breadth and remit of the post will require high order problem solving skills set within a challenging and developing context allied to programme deliverability. A flexible and innovative approach is an essential requirement of the postholder together with the willingness to respond constructively to a new and considerable challenge.

**Working Conditions:** N/A

**Physical Effort:** N/A

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## 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 criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	In depth experience of working collaboratively with senior managers and external clients in delivering major projects. In depth experience of successful liaison, negotiation and communication with the private sector regarding project delivery.	1,2  1,2,5	Experience of project procurement through PFI or PPP	1,2
<b>Skills/Abilities</b>	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 Organisational skills - able to manage periods of heavy and conflicting demands 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. ICT skills – the use of ICT to enhance service delivery, analyse and interpret data, produce meaningful statistics and write reports	1,2,5  1,2  1,2  1,2		
<b>Equality Issues</b>	Able to demonstrate a clear understanding of what constitutes unfair discrimination and its effects on the community and employees including disadvantaged groups in both.	1,2		
<b>Specialist Knowledge</b>	In-depth knowledge of public sector management practices, including financial regulations, standing orders and procurement processes	1,2		

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<b>Education and Training</b>	Evidence of continuing professional development.	1,2		
<b>Other Requirements</b>	<p>Able to attend BSF Commission, Executive, Scrutiny, Area Committee, Governing Body and other meetings taking place in the evening (maximum of *1 per week)</p> <p>Able to travel throughout the Borough to make visits to Children and Learning establishments (frequency - *3 per week).</p>	<p>1,2</p> <p>1,2</p>		

**( 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).