



Role Profile

Capital Project Manager

Reference No.	A4576	Type	Individual
Service	Communities & Neighbourhoods Service		
Job Family	Professional2	Grade	FC8

Purpose

To plan, co-ordinate and manage the development and delivery of infrastructure projects for the Communities & Neighbourhoods Capital Delivery Programme

To work collaboratively with communities and partners in delivering project outcomes through the design and delivery of infrastructure projects

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Overseeing and managing the client function for a portfolio of projects throughout the lifespan of projects

Leading, managing and co-ordinating the project briefs, design teams/specialist consultants and prospective operators for new construction work in consultation with relevant stakeholders

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E	D
✓	
	✓
	✓
✓	

Educated to SCQF level 8 HND or equivalent

PRINCE2 Foundation or Practitioner

Membership of a relevant professional body

Project management experience (Take ownership – See 'How We Work Matters' Framework)

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Experience of multi-tasking working on a portfolio of work packages Experience in managing conflicting demands Leadership skills Ability to travel to sites around Fife	✓ ✓ ✓ ✓	
Providing focused leadership initiating the service capital plan by leading the master planning, strategic development and delivery of multiple individual projects	Ability to think strategically with experience of translating strategy into deliverable plans Experience of facilitating organisational, or significant change	✓ ✓	
Shaping feasibilities, design, space brief and layout, quality and cost options (with technical support and advice from within Property Services or external design teams) to meet project/programme objectives	Organisation skills Experience of developing creative and practical solutions Experience of effective collaborative working (Work together)	✓ ✓ ✓	
Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post occupancy evaluation	Self-motivating, able to work on own initiative	✓	

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<p>Instigating and developing fully costed operational business plans</p> <p>Submitting reports to Project Board or Committee for approval and undertaking consultation as required.</p>	<p>Analytical skills</p> <p>IT Skills (Embrace technology & information)</p> <p>Experience of liaising effectively with key staff operating in a multi-disciplinary environment, including external partners and consultants (Deliver results)</p> <p>Operational revenue budget management skills</p> <p>Experience of meeting diverse objectives within defined timescale</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>
<p>Developing the operational business case documentation with stakeholders and align all elements with the relevant strategies of Fife Council and stakeholders</p>	<p>Experience in understanding the issues arising from working with internal partners, politicians and external stakeholders</p>	<p></p>	<p>✓</p>

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<p>Influencing, monitoring and submitting reports on project progress to relevant Project Boards and Committees - including time, cost and quality parameters - and identifying / addressing risks and issues from inception through to completion</p>	<p>Experience of working with other professional disciplines (Work together)</p> <p>Experience of monitoring performance measures</p> <p>Report writing skills</p> <p>Presentation skills</p> <p>Financial management skills</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p>
<p>Developing funding packages to support the provision of new or enhanced facilities, including seeking out and preparing bids for internal and external funding sources</p>	<p>Experience of preparing and securing external funding</p> <p>Knowledge of funding mechanisms and opportunities</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>
<p>Conducting negotiations with council partners (including ALEOs), third party community organisations and commercial partners to develop schedules of accommodation in conjunction with design teams</p> <p>Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between stakeholders and partners</p>	<p>Commercial acumen and negotiation skills</p> <p>Conflict handling skills</p> <p>Ability to work flexibly and imaginatively</p> <p>Ability to engender trust and confidence</p>	<p></p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p></p> <p></p>

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<p>Overseeing the client financial management of capital projects, including profiling and setting the budget parameters within project tolerance levels.</p> <p>Managing and motivating employees including allocating work, team building and resolving conflict.</p>	<p>Experience in managing capital budgets</p> <p>Experience in budgeting, costing and budget management</p> <p>Leadership and team building skills</p> <p>Exemplar of manager self-service and corporate behaviours</p> <p>Ability to motivate others to perform to the highest standards</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Leading consultation programmes with internal and external stakeholders, including users and operators of new or enhanced facilities</p>	<p>Customer service skills</p> <p>Knowledge of consultation techniques</p> <p>Political awareness and requirements for public accountability in a public sector organisation</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p>Ensuring compliance with relevant regulation, legislation, and statutory and professional body requirements and proper and timely action is taken to support technical design leads to obtain all statutory approvals</p> <p>Ensuring compliance with legal, regulatory and professional body requirements.</p>	<p>Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health & Safety and Data Protection</p> <p>Interpersonal, networking and group communication skills (Focus on customers)</p>	<p>✓</p> <p>✓</p>	
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results