



Role Profile

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| Commercial Project Manager: Building Services | | | |
| Reference No. | SS2222 | Type | Individual |
| Service | Environment & Building Services | | |
| Job Family | Team Manager 2 | Grade | FC9 |

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| Purpose |
| To be responsible for the planning, management, co-ordination and financial control of commercial, major and minor projects within timescale, within budget and to specification through the co-ordination of a multi-disciplinary Commercial / Professional / Technical / Operational Project Team. Projects typically will be in the management of service from services, development of systems and processes relative to construction and management and development of SLA's on behalf of Building Services. |
| To be responsible for the implementation of robust project management procedures sustained over the life of the project and ensuring their consistent application across the whole project team. |

| 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 |
|---|---|----------|----------|
| Support the Service Manager to ensure that high quality customer focussed services are delivered in an effective and efficient manner in accordance with Best Value principles. | experience of: <ul style="list-style-type: none"> • Successful Construction related Systems/Process Project Management delivery • Resource Management • Performance Management • Construction Services Management • Quality Management | ✓ | |

E = Essential Criteria D = Desirable Criteria

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| | <ul style="list-style-type: none"> • Financial Management | | |
| Work within any part of the Commercial Budget which may be devolved to the postholder by regular monitoring, taking any corrective action as necessary. | Applicants must be Experienced in all aspects of construction project management | ✓ | |
| Provide effective co-ordination of a project team, ensuring staff are well motivated and properly supported and trained to achieve Service targets and objectives. Contribute to the development of employees through effective objective setting, performance management and skills development with the aim of ensuring high standards of service delivery. | Considerable post qualification experience. Delivering change in Public sector. | | ✓ |
| Support the Service Manager to develop a culture of continuous improvement and effective means of communication and problem solving, ensuring that high standards are maintained at all times. Provide advice to the Service Manager and the Building Services Management team on all matters within the remit of the post, as appropriate. | SVQ4, HND, general degree level, diploma or equivalent experience in a construction Maintenance Environment. Hyperlink to the SCQF Framework www.scqf.org.uk/framework-diagram | ✓ | |
| Ensure systems and procedures support an equality of access and treatment in employment and service delivery valuing the diversity of people and communities served by the Council. | Leadership Skills Organisational Skills Planning Skills Business Transformation/Change Management Skills Advanced Computer software skills | ✓ | |
| Promote effective partnerships, work within Building Services, in Asset & Facilities Management Services and across other Council Services and partner organisations in postholder's area of responsibility to ensure a shared understanding and commitment to quality service delivery. | Excellent Project Management Skills Excellent Contract Administration skills Proficient in the use of project management and programming software | ✓ | |
| Contribute, as a member of a functional Group, to the management and development of the function as well as to the wider Service and the policies of the Service, its Community Planning Partners and any other relevant statutory and non-statutory bodies. | Ability to be team player, respond to tight deadlines and work on own initiative | ✓ | |

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| Contribute to ensuring adequate policies and management and commercial/operational practices are in place to minimise risk to the Council. | Wide knowledge of design and construction industry issues, legislation and practice, and processes | ✓ | |
| Co-ordinate input from all appropriate sources to determine the most appropriate sustainable and effective method of delivering the allocated projects within the scope of the allocated physical, financial and human resources. | Supervisory Skills | ✓ | |
| Balance the conflicting demands from management/commercial/operational priorities with the available resources, co-ordinating the activities of all project team members, in-house or external, to best effect. | You should be willing to travel throughout Fife including rural locations which may not have regular public transport links | ✓ | |
| Ensure the implementation of Council policies, service strategies, national regulatory standards and statutory procedures. | A flexible approach and the ability to lead change | ✓ | |
| Contribute to, and where appropriate prepare and deliver, reports, presentations etc. on issues related to major projects ensuring that any proposals align with Council and Service objectives/priorities. | Ability to develop and lead communication to a wide range of stakeholders outside and within the organisation | ✓ | |
| Ensure compliance at all times with the Council's Financial Regulations, Standing Orders and the Scheme of Delegation. | Ability to lead effectively while under pressure | ✓ | |
| Deputise for the Service Manager on issues relevant to the management of projects as required. | Ability to lead in conflict situations | ✓ | |
| Maintain awareness of changes in legislation, regulation and good practice at a national level which impact on the delivery of allocated projects, forwarding recommendations to the Service Manager for consideration and implementation. | Reliable Good mediation skills | ✓ | |
| Ensure safe systems of work, including the use of resources including hardware and equipment, within the project team that promotes, stimulates and encourages the highest standards of health and safety for staff. | Excellent Client Liaison Skills | | ✓ |

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| Manage/operate in accordance with agreed health and safety protocols and within the wider context of the Council's Health and Safety Policy and other relevant statutory and legislative requirements, for example Health and safety at Work act 1974. | Managing Successful Systems/Process and Construction Projects | | ✓ |
| Represent Building Services as required on internal and external working groups, liaison with external agencies, etc. | Experience in the use of Microsoft Project. | | ✓ |
| Undertake any other management or commercial/operational task as designated from time to time by the Service Manager. | Ability to provide a regular and effective service | ✓ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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| Job Title (Specialists Tasks) | | | |
| Progress projects in accordance with agreed protocols. Develop brief in conjunction with customer requirements as necessary. | | | |
| Recommend to the Service Manager the optimum skills mix required for particular projects allocated. In consultation with appropriate Team Managers, lead professionals and supervisors, assemble project teams comprising in-house and/or external resources, taking into account skills and experience required and availability of resources. | | | |
| Develop effective programmes for the projects allocated with relevant stakeholders as appropriate, ensure that the programmes for the projects are co-ordinated within the overall programmes of the service needs, defining objectives and targets, key results and outcomes. | | | |

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| Co-ordinate major and minor development projects, including the preparation of documentation, co-ordination, identifying service needs for incorporation into systems and process design, costings, detailed requirements, specifications, tender documentation, pre-tender estimates, tender checking and the monitoring and contract administration of projects relevant to the replacement system(s) of Building Services commercial/operational procedures. Liaise with customers at appropriate levels and co-ordinate the activities of all team members whether in-house or external consultations. |
| Ensure projects are delivered on time, on budget, to the required specification, meeting the customer's requirements and in accordance with Best Value. |
| Ensure liaison takes place with statutory bodies for compliance with statutory legislation in respect of the Government legislation Health & Safety Legislation and Acts etc. |
| Report progress and expenditure on a regular basis as required. Ensure management information is provided through IT based systems (or manually if appropriate) on a regular basis and as requested by the Service Manager. Ensure post-completion reviews are carried out and feedback is provided on the whole project team, including consultation information and service improvements. |
| Provide professional input to contractual claims and /or dispute resolution where necessary. |
| Ability to see the big picture and set clear direction for the project teams in relation to legal/regulatory compliance, risk management, diversity and equality, and culture. |
| A comprehensive knowledge of the respective roles of all construction commercial/professional/technical disciplines and trades as well as knowledge of materials, construction methods and working practices. |
| A focus on results, and on managing projects in ways which improve performance and deliver effective services to our customers. |

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

You should be able to demonstrate the following competencies and standards:

- An ability to positively contribute to the development, implementation and management of key areas of responsibility and activity specific to the management of the Council's major construction projects.
- An ability to positively contribute to, support and lead on service improvements and initiatives.
- An ability to positively contribute to the development, implementation and management of specific strategies and initiatives in own functional area and the wider Property Services.

Special Conditions:

You will be required to work flexible working hours

The post-holder will be required to use various corporate and service systems including COMIS, Excel, Word, Q-map, internet, Microsoft Project, etc. to carry out performance monitoring and financial, workload, writing and reading reports and correspondence including electronic mail, and use of database packages.

Driving licence is desirable as the post-holder may be required to carry out location visits and attend meetings at locations away from the base, throughout Fife and Scotland.

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

Self-management of your contribution to Building Services and wider Asset & Facilities Management Services by way of maintaining your behavioural and professional skills through learning and personal networks.

The ability to positively lead, plan, influence and implement change innovation which drives Best Value.

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An ability to communicate clearly and effectively with all relevant internal and external clients, stakeholders, contractors, consultants, etc.