

Design & Feasibility Manager – Lead Architect

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Head of Property Strategy

JE Reference: IHE1060

Grade: 13

JE Date: 29/9/2021

Job purpose

Managing the provision of business planning and design services and, pre-feasibility and feasibility assessments for property capital projects related to the existing Government asset portfolio, involving refurbishment, extension, and modernisation of property assets, and replacement as evolutions of existing structures to deliver high-quality public sector outcomes ensuring the public property portfolio is kept fit for purpose and meeting strategic asset management requirements and the changing needs of the users and occupiers.

Job specific outcomes

Act as the technical lead on the design and planning of capital projects involving existing property assets, from concept development to completion stages, in order to deliver modifications to building infrastructure and spaces that are safe for human occupancy. Be responsible for overseeing specific projects throughout the stages of the RIBA plan of works.

Be responsible for the coordination of detailed and costed discovery work and feasibility studies, that include necessary consultation / endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids; also be responsible for and undertake technical design, utilising and coordinating in-house resources and/or contractors as appropriate for each project and collaborating with the Project Delivery Team for spatial coordination purposes.

Provide specialist technical advice on design and project planning for all building capital projects related to existing Government property assets, making recommendations according to legislation, processes and best practice standards to Senior Management and politicians informing key decision making related to feasibility of objectives and return on investment.

Coordinate partnership working with client Government departments, discussing service needs to inform project requirements and collaborating on production of the business case in accordance with the Public Finances Manual, ensuring the provision of buildings that meet the need of service users, providing best practice and best value in accordance with the Jersey Financial Compliance Framework.

Be responsible for the provision of feedback and technical advice to ensure any works and projects are compliant with current statutory and regulatory requirements in order to discharge Government obligations as the Landlord and Employer.

For specific projects, as part of the RIBA plan of works, direct the delivery of the Planning approach through development of planning applications, co-development of supplementary planning guidance, masterplans, development frameworks, Environmental, Traffic and Health (Sustainability) impact assessments, compliance with any planning permissions in consultation with stakeholders and in accordance with legislation and good practice to ensure the effective and economic delivery of all project delivery work streams involving existing property assets.

Work synergistically with the Project Delivery Team and utilise their project management capabilities during the design and feasibility stages of all capital projects involving the existing Government property estate, advising project boards and other appropriate committees on feasibility and design stage related matters to inform decision making and approval processes.

Oversee the best utilisation of staff and physical resources to execute and deliver on project inception, feasibility and design related to existing property assets in an efficient, timely and cost-effective manner in accordance with legislation, professional standards and environmental best practice.

Be accountable for ensuring health and safety at work is given the highest priority within their service due to the risks associated with working on site, to ensure the safety of staff and the general public.

Coordinate research activities involving the evaluation of alternative design methodologies and latest science and technology of buildings standards, factoring in demographic trends, changing service requirements, as well as the condition and location of existing buildings within the public property asset portfolio to ensure that building capital projects are designed and delivered in line with the latest civil design principles, technological, health and safety and environmental protection requirements.

Liaise with the Property Project Delivery Team providing guidance and advice for effective quality assurance coordination of property capital projects on existing infrastructure, ensuring that modernisation/refurbishment plans and specifications are being followed correctly in accordance with the relevant design, agreements and directives; ensure that contingencies are in place against any potential unforeseen issues during the design period.

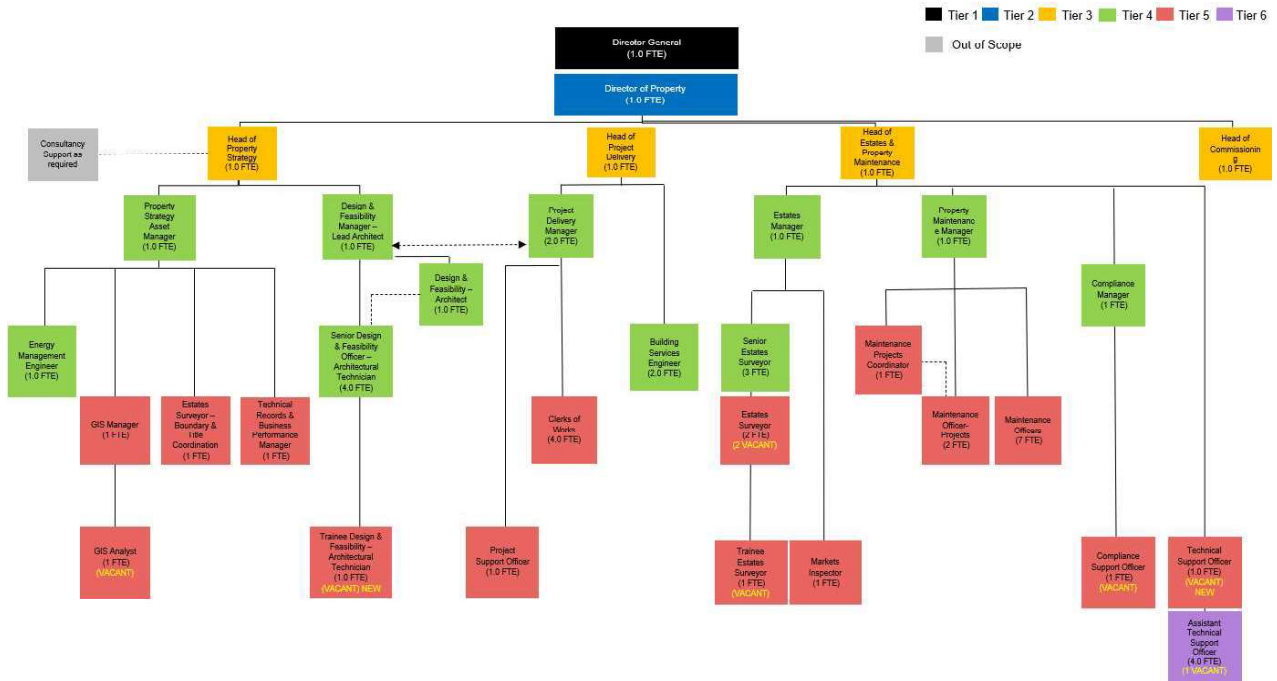
Exchange information with other technical professionals across the department, including Engineers, Land and Building Surveyors, Regulation and the Natural Environment colleagues, at the design-build stage of property capital works to existing assets, ensuring a joined up efficient and effective project delivery.

Statutory responsibilities

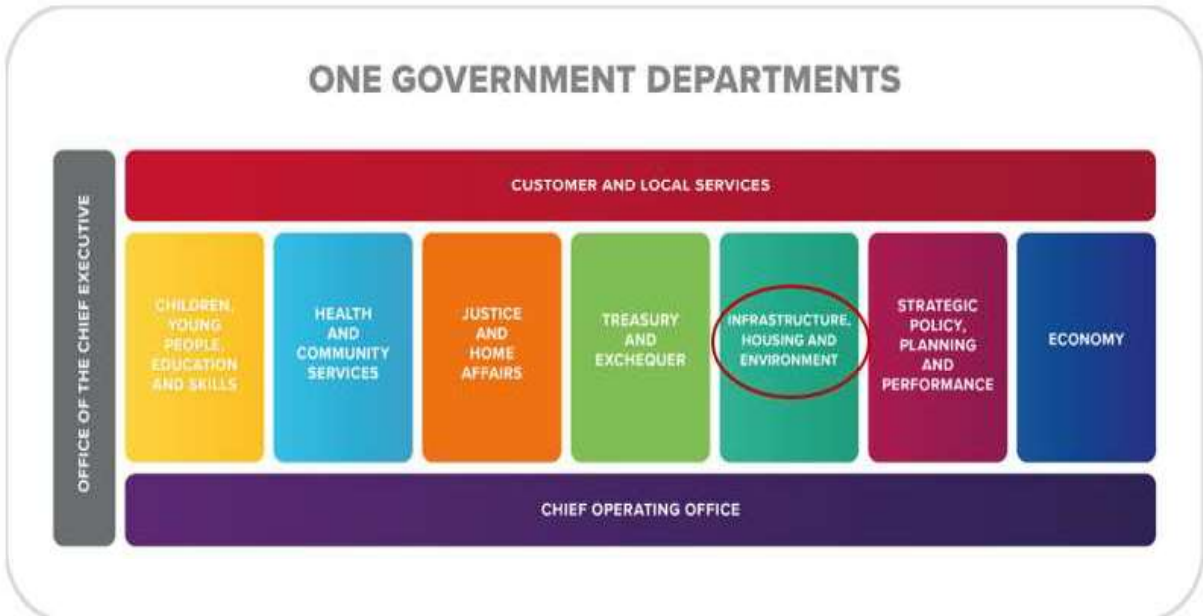
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Post graduate qualification in a relevant specialism or equivalent gained through substantial practical experience e.g. Architecture. Building Design, Design and Construction Project Management would also be considered.</p> <p>Full membership of a relevant professional institution at chartered level or equivalent.</p> <p>Project management qualification at Prince 2 Practitioner level or equivalent.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of design-build project delivery.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing building works.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks and issues relevant to the department division and the role.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p> <p>Ability to produce detailed building designs and interpret complex specialist data.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate,</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p>	

<p><i>motivation or commitment etc.</i></p>	<p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Substantial practical experience of running building design projects through planning stages, and delivering these to exceptional standards.</p> <p>Experience working on listed buildings or classical buildings.</p> <p>Experience in leading multi-disciplinary teams and contractors.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.