

Project Delivery Manager

Department: Infrastructure, Housing and Environment

Division: Property

Reports to: Head of Project Delivery

JE Reference: IHE1062

Grade: 13

JE Date: 29/9/2021

Job purpose

Planning, organising, directing, commissioning if necessary, and controlling the delivery of all capital projects related to existing Government property assets from design to completion, ensuring compliance with all relevant statutory, best practice, governance and best value standards to facilitate the delivery of modernisation, re-development refurbishment initiatives and replacements as evolution to existing structures that enhance the existing Government property portfolio, keeping all assets fit for their intended use for the benefit of the Island community.

Job specific outcomes

Direct the overall management of capital projects involving evolutions of existing property assets ensuring that appropriate standards are maintained, that detailed and accurate project information is available at all times, that expenditure is contained within allocated resources and that progress is maintained and projects are completed on time, and buildings or facilities are commissioned and transferred into use and into maintenance in accordance with agreed standards.

Lead on the delivery of existing property infrastructure related capital projects, working with the Head of Service / Director to obtain Corporate Asset Management Board support and subsequent political support, coordinating policy makers to devise the underpinning framework and running tender processes as required to support the delivery of critical infrastructure for the benefit of the local community. Ensure appropriate standards are achieved and maintained for the engagement of professional consultants and contractors, that information flows between various project stakeholders is effective and efficient, and that completed buildings or facilities are commissioned and transferred into use in a safe manner, including migration plans for its new occupancy.

Support client departments in the scoping, prioritisation and framing of their project requirements to ensure that they are reasonable, feasible, achievable and can gain funding. Work synergistically with the Asset Management function and Design and Feasibility Team to ensure that the future estate is correctly configured, programmes are established, agreed and met in accordance with client needs, and accurate project costs are compiled and maintained within allocated budgets.

Coordinate the development of standard contract documentation and contractual procedures ensuring standard form of contracts and all amendments comply with laws and customs of the Island. Act as advisor to client departments on the assessment of contractors' claims and other contractual aspects of existing property related capital projects undertaken by the Government.

Fulfil the role of the client within the project Design Team, ensuring that the best interests of the Government are served and that an appropriate project group framework is in place for the delivery of capital projects.

Be the lead expert and provide specialist technical advice on capital projects as applicable, making recommendations according to the finance manual, local, UK and international best practice and legislation to Senior Management and politicians to support the development and delivery of Government strategic aims and politically driven initiatives.

Consult and educate various stakeholders on capital infrastructure strategy, dependencies and long-term operational and commercial impact as part of the overseen projects, liaising with the construction council and any other industry third parties, representing IHE to other Departments or authorities, politicians or members of the public, ensuring effective stakeholder management and working with the Head of Service to obtain senior management and political sign off as required to secure resources, understanding, acceptance and ensure progress of each individual project.

Working with the Head of Service, produce and agree the capital projects element related to existing property assets as part of the Property Directorate's annual business plan and monitor progress for the Corporate Asset Management Board. Produce reports for Senior Management, Ministers and various project boards on project delivery timelines, budget, and quality, raising any risks and issues and identifying solutions to allow effective project delivery.

Support the Head of Service by setting the capital budget for specific projects ensuring it is developed within the defined financial limits to support successful delivery and promote best value for investment.

Provide decisive leadership and oversee the best utilisation of staff and physical resources, by intelligently procuring and coordinating consultants, contractors and suppliers that offer value for money and coordinating a multi-disciplinary team of professional Engineers, Clerks of Works and cross corporate resources within Procurement, Policy and Finance, to ensure the delivery of high quality and cost-effective solutions for the various capital projects that the role oversees.

Provide information for responses to States Questions, FOI requests, complaints, risk management and compliance related to capital projects, liaising with the Office of the Director General function, other departments or key stakeholders as appropriate to ensure project and business continuity.

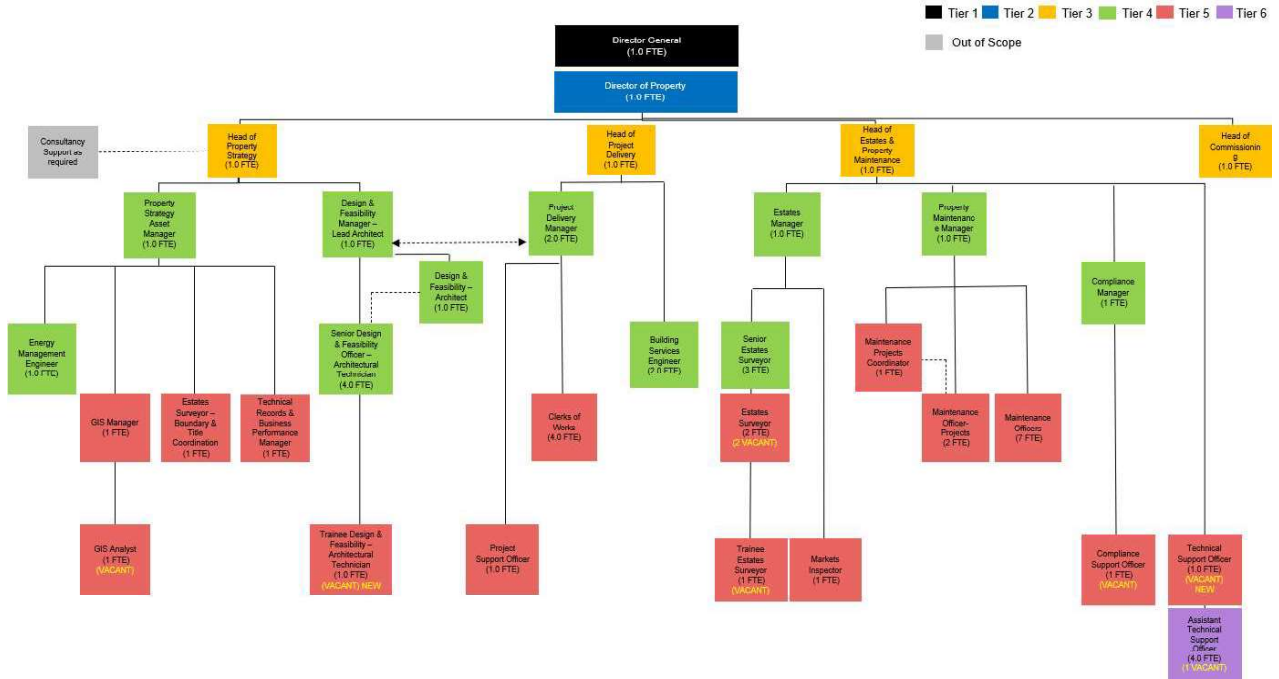
Oversee effective Health and Safety management of all aspects of the projects, ensuring that all integrated project and supply team members are aware of their obligations and legal requirements.

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



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>Level 7 qualification or equivalent specialist knowledge in a surveying or engineering discipline (e.g. Structural or Civil Engineering) or equivalent gained by substantial practical experience.</p> <p>Chartered member of a relevant professional body (e.g. Institute of Civil Engineers, Chartered Institute of Building) or equivalent level</p> <p>Project management qualification at Practitioner level or equivalent.</p>	<p>Full or fellow membership of a project management professional institution e.g. Association for Project Management</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 the built environment, a range of estates and facilities activities and infrastructure development projects.</p> <p>Knowledge of financial management and accounting procedures related to capital expenditure.</p> <p>Advanced theoretical knowledge of a number of disciplines influencing built environment processes e.g. environmental policy, master planning, engineering etc.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks, including application of building contract law and administration and H&S legislation surrounding construction and demolitions</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>Excellent project management and planning skills and ability to use project management software applications.</p> <p>Numerical skills and the ability to produce accurate management information</p> <p>Ability to manage performance and adequately assess and manage risk.</p> <p>User of CAD and ability to interpret project drawings.</p>	<p>Driving licence (Group B)</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, motivation or commitment etc.</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>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</i></p>	<p>Extensive experience in the construction and engineering industry and a minimum of 5 years in the management and</p>	

<p><i>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>control of capital building projects at senior management level.</p> <p>Experience in leading multi-disciplinary professional teams and managing contractors.</p> <p>Proven management experience.</p> <p>Experience in delivery against large budgets.</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> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	
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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.

Organisation chart

