

Role Profile

Job Title:	Assistant Project Manager
Location:	Colindale
Department:	Growth and Corporate Services
Directorate:	Growth and Development
Grade:	J
Salary Range:	
Reports to:	Capital Delivery Portfolio Lead

1. Job Purpose:

The Local Authority has a large and diverse portfolio of Capital Projects and needs high calibre project and programme management to help shape and deliver plans to deliver key infrastructure to support the significant growth across the borough. The authority has recognised the need for a dedicated central team to provide high quality, consistent and effective delivery of the capital portfolio and is building an in-house team to do so.

The position of Assistant Project Manager is an exciting and varied role that exposes the individual to some of the Council's key capital schemes. This position is tailored to enable the individual to develop capital project management skills, and to provide support to high profile projects.

The post holder will operate in a matrix management environment as this role has wide ranging responsibilities across the council including: assisting Portfolio Leads and Project Managers, working with Strategic Directors and service leads to enable their service strategies, liaising closely with Regeneration and Housing colleagues to ensure consistent strategic alignment and reporting direct to relevant Boards and senior Council groups on large-scale strategic projects involving the corporate estate.

The individual in question will be flexible, highly motivated and enthusiastic, inspiring others around them and aiming to bring about change for the better. The Capital Delivery Assistant Project Manager is expected to model and maintain the council's values and behaviours, inspiring others, working collaboratively with peers, service colleagues, partners and stakeholders.

2. Key accountabilities:

- Assisting Portfolio Leads and Project Managers in effectively managing delivery of complex projects, within the time, cost, and quality envelope.
- Contribute to the co-creation of delivery strategies and the effective transition of projects from concept, through delivery to closure, and throughout their project lifecycle.
- Contribute to the annual business planning process and identify innovative approaches to improve Council performance.
- Be responsible for the production and circulation of key Project Management documentation
- Work with relevant teams so that all statutory and organisational requirements for health and safety on sites, where the council have an interest or liability, are met and that risk assessments, risk mitigation, and reporting requirements are implemented, managed and maintained.
- Implement and, where appropriate, contribute to the development of relevant policies, procedures and guidelines that support delivery of the council's strategic plans.

- Be the Assistant Project Manager for assigned LBB capital construction projects valuing between £5m +
- Commissioning and project management (including budget management) of other special projects such as small-scale construction works (up to £5m) and manage the delivery of those projects.
- Take the lead on key project related stakeholder engagement activities, including (but not limited to):
 - liaising with technical teams and contractors to ensure progress through the RIBA stages
 - design and management of the stakeholder engagement strategy for the project
 - deputising at project board and project progress meetings where necessary
- Adhere to Article 10 (Decision Making) of the constitution, which includes the procurement and land transaction rules.
- Attend Capital Strategy Board from time to time ensuring and speaking to appropriate papers in a timely and accurate manner.
- Use commercial acumen in the contribution towards the commissioning of capital projects in alignment with Article 10 of the council's Constitution.
- Provide support to Project Managers and Portfolio Leads in identifying, commissioning, and management of external consultancy such as mechanical & electrical engineers, valuation, building control and business case modelling.
- Ensure continuous improvement and best practice in capital works delivery.
- Support the review, acceptance or rejection of capital works strategic partner recommendations.
- Work across all the units in the council, including Senior Officers and Members, external partners and any relevant partnership or enabling boards to ensure all aspects capital works operates successfully, including requirement definition and management.
- Apply corporate policies in a way which makes the most efficient use of resources to support local needs.
- Be part of a high performing team, driving forward council's mission and objectives, exemplifying the council's way, leading and communicating organisational change and playing an active role in the council's Wider Leadership Network.
- Effectively contribute to the management of the Capital Portfolio influencing strategies for how a pipeline of Infrastructure requirements is priorities and managed.
- To be part of the team in such a way that brings about positive change and improvement.
- Assist in the development and implementation of policy, systems, processes, performance criteria governance frameworks and procedures within area of responsibility to meet strategic / operational requirements, internal and external reporting requirements and ensure compliance with external legislation and regulations.

3. Financial Responsibilities:

- Take responsibility for budget management of lower value schemes (up to £5m)

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Achievement of or willingness to work towards PRINCE2 or equivalent project/programme management qualification	Essential	Application/Interview
Educated to degree-level	Essential	Application/Interview
Experience & Knowledge		
Appreciation and knowledge of capital schemes from inception to occupation and project closure (post Defects Resolution Period). In particular; Infrastructure schemes such as Schools, Leisure Centres, Community Centres, Libraries, Office Accommodation and Complex Operational Facilities.	Essential	Application/Interview
Experience in managing smaller scale projects (capital or non-capital) and successful completion of these projects	Essential	Application/Interview
Appreciation of and willingness to work towards the development of high quality and robust business cases	Essential	
Appreciation of technical, legal and health and safety requirements in capital projects	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview