

Role Profile

Job Title:	Estates Project Manager
Location:	Colindale Office
Department:	
Directorate:	Customer and place
Grade:	Grade J £48,003 - £53,172
Type of Working:	<i>Hybrid / Colindale</i>
Reports to:	Estates manager

Job Purpose:

- Barnet Council has a large and diverse portfolio of Estates Projects which require a project manager to help shape and deliver projects to a high standard
- This is an exciting and varied role for an individual who enjoys a challenge and acquires strong stakeholder management skills while understanding the sensitivities associated with council services and assets. The Project Manager will be managing some of the council's key project, aiming for excellence on a personal level across varied capital projects such as Sustainability, Education, Greenspaces, Town Centres, Community Groups, Public facing services
- The Estates Project Manager role will be delivering various projects across the Council's managed estate, for example services relocating buildings/floor reconfigurations, and various other service area requirements. Projects will require engagement across various Council Services, Council's Public Facing Services, and Community Groups

2. Key accountabilities:

- The Estates Project Manager will work with internal and external stakeholders to interpret their various strategies, identifying clear growth opportunities & estates requirements. Daily tasks will vary from site visits, liaising with contractors, drawing up documentation for board meetings, committees, developing initial project plans and monitoring ongoing progress to deliver the project to a high standard.
- The Estates Project Manager will be responsible for outlining business cases providing assurance to programme boards for new projects, also feeding into the Strategic Outline Case and working effectively with contractors and stakeholders to deliver on project aims effectively.
- The post holder will be required to incorporate the developed projects plans into the housing and growth delivery plan, and to monitor the delivery of those projects to time, quality and cost.

Caring for people, our places and the planet

- This is a varied and fast paced role that focuses on achieving real results and requires a motivated, quick thinking and enthusiastic individual.
- The Estate's Project Manager will display the skills to work collaboratively with a diverse range of stakeholders from both within and outside the council, to achieve effective integrated and best value outcomes for residents of Barnet. The Estates Project Manager is expected to embrace and maintain the council's values and behaviours through working collaboratively with peers, service colleagues, partners, and stakeholders
- In addition, manage projects from concept through delivery to closure, with effective monitoring throughout project lifecycle. Ensuring projects are successfully delivered within the time, cost and quality envelope
- Contribute to the co-creation of delivery strategies and the effective transition of delivery
- Defining stakeholder's strategic objectives and defining their relevant requirements in order to initiate Estates related projects
- Oversight of project requirements within the Council's managed estate which includes but is not limited to Council offices, commercial property, leisure centres, pavilions and community assets

3. Key Responsibilities:

- Stakeholder management
- Operating autonomously and as part of the wider team
- Reports to the Estates Programme Manager
- Liaising with contractors
- Producing documentation to a high standard

3. Financial Responsibilities:

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

As a manager of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein.
- Complete mandatory health and safety training
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing. Identify and implement controls. Ensure staff are aware of the risk assessment findings and trained in the use of controls measures.
- Monitor health and safety compliance arrangements and take action where there are concerns
- Include health and safety in regular management team meetings
- Lead by example, monitor and enforce health and safety compliance of staff

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 / Learning to Improve / Inclusive / Collaboration

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

Job Title	Estates Project Manager
Location:	Colindale / Hybrid
Department:	
Directorate:	Customer and place
Grade:	Grade J £48,003 to £53,172
Type of Working	<i>e.g. Home worker, Hybrid Working, Onsite Working</i>
Reports to:	Estates programme Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Project Management qualification(s) and/ or relevant proven work experience	Essential	Application/Interview
Experience & Knowledge		
Excellent interpersonal skills as this role requires working with a wide range of people. Excellent communication skills, both written and oral. The ability to present to stakeholders and managers. Able to take the most important points from a brief and turn them into a coherent project plan. Report writing Computer literate – having experience with MS Excel, Word, PowerPoint and Project	Essential	Application/Interview
Experience of managing projects in a complex organisation with a large and varied stakeholder base	Essential	Application/Interview
Experience of budget management	Essential	Application/Interview
Experience of delivering objectives to time quality and cost.	Essential	Application/Interview

Skill & Ability		
Excellent interpersonal skills as this role requires working with a range of people.	Essential	Application/Interview
Excellent communication skills, both written and oral.	Essential	Application/Interview
Highly developed problem solving and analytic skills.	Essential	Application/Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	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/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential/Desirable	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/Desirable	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/Desirable	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/Desirable	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/Desirable	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/Desirable	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/Desirable	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/Desirable	Application/Interview