

## Job Capsule Supplementary Information: **Minor Works Project Manager – Schools FM**

**Job Family Group:** Place - Buildings and Structures  
**Job Zone:** Level 5, Zone 1  
**Position:** Minor Works Manager, Schools Facilities Management

*This document is to be read in conjunction with the Camden Job Capsule for Career Practitioner in the Buildings and Structures job family. It is for use during recruitment, setting objectives as part of the performance management process. It does not form part of an employee's contract of employment.*

### **Role Purpose:**

You will work within the Facilities Management Team that look after our buildings on day to day basis, keep them safe and clean. You will play an integral role in implementing strategic delivery of project works in schools and children's centres of varying scope and technicality arising from condition works and reactive maintenance tasks. It will be your responsibility to provide advice and support to the FM team and schools / children's centres on all aspects of delivery of minor works and reactive repairs. . This role is responsible for ensuring that building works are planned, managed and delivered to improve educational environments, applying innovation, best practice and best value in commissioning and delivery.

The key objectives are to ensure educational premises are upgraded to support the Council's ambition to have the best schools in the country, to identify and work within appropriate budget provision to meet the educational building needs and the Council's objectives.

### **Key aspects of the role:**

- Project managing works in schools and children's centres, which could include refurbishment and remodelling from inception to completion, including responsibility for monitoring budget, design quality, timescale, and liaison with users and other Council departments.
- Project manage the procurement, appointment and work of consultants and contractors, including responsibility for delivering projects within the agreed timescales and budget and obtaining value for money. To pro-actively ensure that contractor, consultant and supplier 'final accounts' are agreed and verified in the soonest possible time.
- To pro-actively ensure that 'snags' and/or 'defects' in evidence at the end of a project are rectified in the shortest possible time and to ensure that the project health & safety files and/or operation & maintenance manuals are to the required standard and received by the time a contractor is awarded 'practical completion'.
- Provide information for monitoring, implementing and reporting on the capital minor works programme, and strategic improvements to schools and centres.
- Support and monitor schools carrying out their own building works.
- Apply a sound knowledge of construction procurement processes, technical issues and changes in building, planning and other regulations. Keep up to date with department for education requirements and recommendations, and those of relevant technical organisations.
- Contribute to the overall work of Facilities Management Team, and to cross service working within the Directorate and the Council

### **Example outcomes or objectives that this role will be responsible for delivering:**

- Works are planned in enough time to allow for high quality brief development, internal and external approvals and processes, procurement of works, and with the impact of the project on the school's operations fully articulated, risk managed and accounted for.
- Project specifications and designs are of high quality, with imaginative, practical and cost-effective solutions that meet the school's built environment needs.

- Appoint, manage, monitor and control any consultants that may be required to successfully deliver a project and to ensure that the consultants appointed carry out their duties in accordance with their contract.
- Options are analysed and selected on a sound and auditable basis, for cost-effective use of resources to maximise the physical environmental and safety improvements and developments to the schools and children's centres
- Schools and children's centres buildings and assets are safe and maintained to high standards, with clear and timely surveys, management plans, documentation and procedures in place e.g. asbestos management plans, water hygiene risk assessments and condition surveys
- Record keeping and reporting on all works under his/her control is clear, relevant and timely, for sound decision making and accountability purposes
- Financial management of works is sound and transparent; budgets are planned and monitored, spending targets are met, and works are delivered within budget, including monthly monitoring of actual spend against projections with variance reporting where necessary.
- Schools are supported in their property management responsibilities, and the Council's landlord responsibilities for property management are fulfilled, with timely advice, best practice guidance, relevant surveys and follow-up actions
- Liaison with other Council directorates is effective and strong partnership relationships are built, e.g. to ensure legal, procurement and development planning are involved in and able to contribute to development and delivery of the works, where applicable
- The commissioning, direction and coordination of the work of external consultants, agencies and contractors ensures compliance with agreed client requirements, technical standards, programme and project development plans.
- All risks are identified, assessed and managed proactively to the benefit of the works, in accordance with Council policies and practices, and communicated and escalated appropriately
- Maintenance, facilities management, energy efficiency, biodiversity, sustainable construction and safety measures (etc) are incorporated in the delivery of the capital and revenue projects.
- Consultation and ongoing liaison with schools, officers, communities and members is used to establish and develop consensus on how to achieve maximum benefit from the works for the community and educational provision
- Senior officers and Members are regularly briefed on progress, risks, aims and budgets, including timely and appropriate alerting to risks and issues which are likely to affect (for example) educational performance, the public or the Council's reputation.

#### **People Management Responsibilities:**

This post is one of Career Practitioner in the Facilities Management Service, having direct responsibility for works management standards, risk and performance of all staff and consultants on his/her area of work. The role involves managing and motivating teams (including outside of the Council) to achieve objectives and standards, with no formal line management responsibility. The service operates on the principle of enabled and empowered teams, with a high degree of matrix management and the post holder will therefore contribute to areas of work involving staff across the service. The post holder is responsible for ensuring that him/herself have good awareness of, and work in compliance with, all Council policies, standards, finance, procurement and legal requirements, and technical best practice, and proactively contribute to continuous improvement of the service.

Responsible jointly for the work of the Facilities Management team within the context of the Camden Ways.

Because the Council operates in an 'agile' way with staff working in various locations and at home, the post holder will be working together with staff who are often not physically in the same workspace.

**Relationships and accountabilities:**

- The postholder is wholly accountable for their areas of responsibility—a combination of works and cross-service objectives – and minor works budgets.
- The post involves decisions and management of risk which impact on the Council's reputation and relationships with schools, the public and elected members, through performance on projects and direct support to schools.
- The postholder will need to exercise considerable initiative and will be expected to work autonomously to ensure service objectives are met to deadlines. This will include contributions to reports for Facilities Management Team as well as briefings and responses to internal and external stakeholders.
- The postholder will liaise regularly with internal and external stakeholders and manage external consultants and contractors. A significant proportion of the role is about understanding and meeting stakeholders' needs and issues, as well as Council objectives, using project management skills to ensure these are communicated and built into contractual and performance requirements. The post holder will need to have strong leadership and inter-personal skills, the ability to develop networks and working relationships and use them to good effect.
- Regular contacts include: headteachers, chairs of governors, members of the public particularly neighbours and school community, heads of service and service managers in both Supporting Communities and across the Council, councillors, representatives from external organisations, and the Council's comms teams.
- You will need to be able to write and speak in a style and with conciseness, clarity and focus which communicates effectively to the situation and audience.

**Work Environment:**

- The post holders will be required to visit dirty and noisy building sites and to wear personal protective equipment from time to time, although the job is predominantly office based, with regular visits to schools and children's centres, and meetings in other Council offices. The post holder will be required to attend meetings throughout the project life cycle and occasional evening meetings.
- The post-holder will be required to work in an 'agile' way in line with Camden's policy of a paperless and flexible work environment, which may include working at home for part of the week.
- The postholder will operate within a complex and occasionally sensitive framework, and confidentiality and discretion must always be observed.

**Technical Knowledge and Experience:**

- Qualification in a building construction, building services or project management discipline or equivalent experience.
- Accreditation by a relevant institute or professional body (eg, project management, RIBA, RICS, CIOB or building services) is desirable but not essential
- Previous project works management experience across a range of related fields, progressively increasing in complexity, size and/or value.
- Technical knowledge and quality inspection experience **OR** experience in works management of technical projects
- Experience of maintaining works programmes, and administration through all stages of the works including the ability to prepare detailed schedule/scope of works and coordinated tender documentation
- Knowledge of Health and Safety legislation, compliance and the implementation of CDM regulations
- Experience of undertaking, planning and delivery of building and/or engineering related works in a 'live' environment
- Experience in managing works projects involving mechanical and electrical services
- Proven ability to project manage minor works projects and risk in occupied premises.
- Excellent interpersonal skills including influencing and negotiating skills.
- High level of analytical, numerical and financial skills with a detailed understanding of managing budgets, monitoring project expenditure, forecasting and project risks

- A detailed understanding of construction contracts and contract administration with the ability to draft agreements for consultants and co-commissioning agreements
- Strong written communication skills with the ability to write clear and concise reports, specifications, tender documents, and applications to statutory bodies (e.g. Building Control and Listed Building consents), Directors, Cabinet and procurement and other Boards
- Exceptional oral skills with the ability to communicate and provide advice at an operational and strategic level and negotiate and consult effectively with stakeholders, developers, consultants and other relevant parties
- In-depth knowledge of one or more of the following areas: minor works management, contract management, quality control, compliance, building surveying, mechanical and electrical services, architecture or procurement.
- Expertise in educational building works and maintenance
- A strategic thinker - understands all legislative requirements and changes in guidance that may impact on the project delivery □ The successful candidate will have a client focussed, professional and polished approach.
- Fluent skill in use of IT as a tool for comms, records management, drawing manipulation etc, incl MSWord, Excel, Project and PowerPoint
- Ability to innovate and take initiative yet be a team player
- Management skill to manage a multi-disciplinary team of contractors/consultants on technically complex projects
- Leadership skills to motivate and lead on a range of works s involving and closely impacting upon schools and other stakeholders.
- A clear understanding of how to further Camden's objectives in respect of equality and diversity
- An understanding of how building projects can be used to address deprivation, access to services, issues around community safety and cohesion.
- An understanding and appreciation of sustainability and environmental issues in relation to construction and development