JOB DESCRIPTION

JOB TITLE: Capital Projects Manager (Health & Safety)  
POST NO:

SERVICE: Housing – Asset Management & Programmed Works  
SALARY/GRADE: 11

RESPONSIBLE FOR: Managing and Coordinating Health and Safety across the Design and Programmed Works Teams. Project Teams as and when required.

RESPONSIBLE TO: Asset Management & Programmed Works Manager

MAIN PURPOSE OF POST:

- To project manage and supervise Capital works schemes in accordance with the Council’s Housing and Development strategies ensuring full compliance with Health and Safety in the role of Principal Designer.
- To assist the Asset Management and Programmed Works Manager with new development opportunities and project manage new build construction schemes from inception and feasibility, through tendering, construction on site to final completion of defects and budgetary management and control.
- To manage and provide Health and Safety services and ensure Housing Services complies with the Construction, Design and Management Regulations.
- The preparation and assistance of CDM and Health and Safety documentation for the Council’s capital building and building refurbishment programmes ensuring legal compliance.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1. To assist in the delivery of the Housing Revenue Account (HRA) new housing development programme to ensure schemes are achieved within specified cost, time, quality and other performance targets. Ensuring all projects are carried out in accordance with Council policies and procedures.

2. To be fully responsible for any project allocated by the Asset Management and Programmed Works Manager, including programming, procurement, management of consultants, site visits and reports. The post holder must ensure that work is satisfactorily completed within the agreed timetable, budget and service standards.

3. Manage the development of allocated schemes through all stages as requested including planning, procurement and delivery stages. Ensure all developments are quality assured during the construction phase.
4. Produce and maintain development procedures, design and construction briefs, ensuring that they accord with best practice and deliver cost effective schemes in accordance with the Council's Procurement Procedure rules.

5. Assist with the preparation of management reports including financial appraisals, monthly progress reports, cost reports and scheme design reports.

6. Identify and act upon technical, planning, ecological, environmental and regulatory matters affecting site development.

7. Procure the appointment and manage performance of external design, planning, cost consultants and building contractors.

8. Work with the Housing Management Teams to ensure completed properties meet acceptable quality standards.


10. Build and maintain effective relationships with internal and external stakeholders.

11. To provide CDM services and ensure Housing Services complies with the Construction, Design and Management Regulations.

12. To advise members of the Council, Council Departments and where appropriate other individuals or organisations on all matters relating to Construction Design and Management and Health and Safety related to construction.

13. To manage, prepare and coordinate the CDM and Health and Safety documentation for the Council's capital building and building refurbishment programmes ensuring legal compliance.

14. To advise, assist and support the in-house client with their duties under the CDM Regulations.

15. To be responsible for notifying the HSE of the details of construction projects F10 as required.

16. To be responsible for leading the coordination of all health and safety aspects of design and construction work and coordinate the work of others involved in the project. Required to coordinate the workloads of teams.

17. To manage the flow of H&S information between clients, designers and contractors.

18. To prepare/update the health and safety file during works and on completion of the project.

19. To be responsible for undertaking Health and Safety Audits as necessary during the contract period.

20. Organise training and ongoing necessary CPD for staff in the team to allow them to carry out their duties and maintain the necessary knowledge and skills for CDM and
Health and Safety.

21. To ensure that all services are provided in accordance with the Council’s Equalities Policies and Procedures.

22. To represent the Housing Service in consulting and informing a variety of stakeholders including Elected Members, Community Groups, Tenants and Residents, Service users and other agencies on the area of activity as required by the Service Manager.

23. Deputise for the Asset Management and Programmed Works Manager as required.

24. To actively seek to continuously deliver a high quality level of service to external and internal Customers.

25. The following requirements are expected of every employee:
   - To carry out their duties with consideration to the Council’s Employee Values and Behaviours – Customer Focused; Can Do; One Council, One Team; Honesty & Respect.
   - To use the Council’s computer systems in respect of the duties of the post and to have particular regard to the Data Protection Act
   - To be aware of and implement the procedures relating to Health and Safety
   - To be aware of and implement the Council’s Equalities and Diversity Policy
   - To work flexibly within the team to support the Council’s aims and objectives

26. Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post.

SPECIAL FEATURES OF POST:

1. Duties will be required to be undertaken at any Council site, or occasionally at sites outside the Council area.

2. Response to emergency or other situations outside normal working hours may be required.
PERSON SPECIFICATION

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SKILLS / KNOWLEDGE / ABILITIES 

ESSENTIAL 

1. Ability to manage building projects from inception to completion, including all aspects of contract administration, quality assurance and budgetary management and control.
2. Knowledge and familiarity of managing procurement, contracts and current legislation relating to construction projects and compliance with Health and Safety.
3. A detailed knowledge of the current Construction, Design and Management Regulations and duties and ability to manage and direct teams to comply with Health and Safety legislation.
4. Able to write clear, concise reports dealing with complex technical issues and advise team members within the service.
5. Able to understand, adhere and manage complex regulations and procedures and to effectively assimilate procedural and technical detail.
6. Able to prioritise workloads to meet required targets/deadlines.
7. Able to consult, negotiate, influence, persuade a wide range of people and maintain working partnerships and relationships both internally and externally.
8. Able to understand tenant liaison and programming issues and the need to ensure tenants are fully consulted on proposals and programme delivery.
9. Ability to lead, coordinate and motivate teams.
10. Ability to use Microsoft Office Suite, Health and Safety and project management packages.
11. A current, full driving licence
EXPERIENCE:

ESSENTIAL:

1. Experience of CDM/Health and Safety work, associated procedures and practices.
2. Previous experience in the following areas:
   a. Project lead and construction management including contracts and budget management.
   b. Collaborative/partnership working
   c. Construction Health and Safety compliance and quality assurance management
   d. Coordination of the design and construction process

DESIRABLE:

1. Experience of Local Government or Public Services property management environment

QUALIFICATIONS / TRAINING

ESSENTIAL:

1. Educated to HNC level or equivalent in a construction related discipline
2. Current and relevant Health and Safety qualifications including NEBOSH in Construction and SMSTS.

DESIRABLE:

1. Qualification or training in project management and construction procurement or working towards
2. Evidence of CPD compliance