

JOB DESCRIPTION

TITLE: Project Design Manager

POST NO: Not applicable

DEPARTMENT: Commercial & Transformation Service

DIVISION: Fixed Assets Service

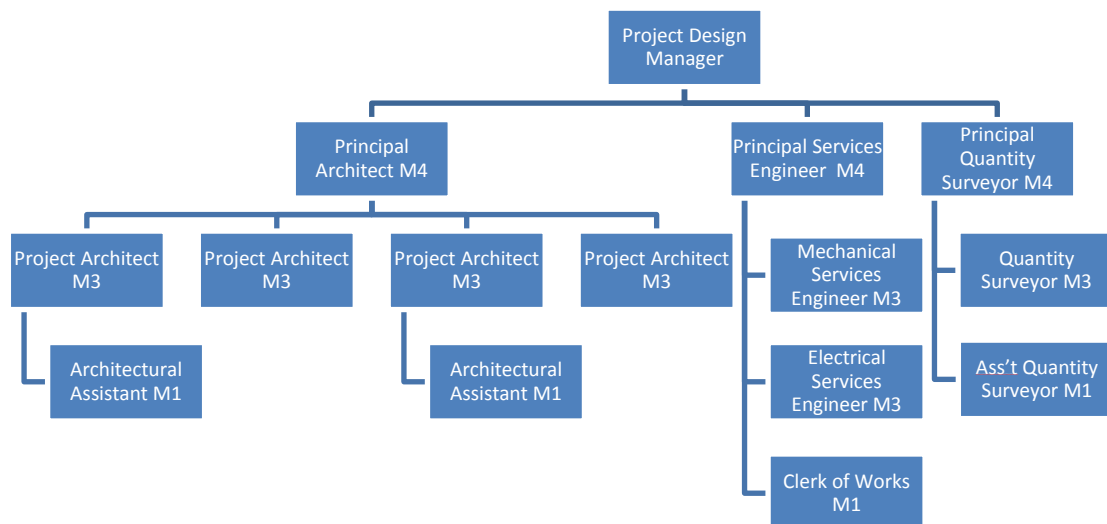
RESPONSIBLE TO: Head of Fixed Assets

GRADE: M7

PURPOSE OF POST:

To lead, manage and motivate the Project Design Team ensuring strict control of operating and capital budgets and the generation of fee income and margin in line with the LBC Medium Term Financial Plan

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

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| 1. | To developing and maintain the Project Design Team work programme in such a way as to ensure the most economic and effective use of resources and the completion of design projects in line with target timescales. | 15 |

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|----|---|----|
| 2. | To negotiate and conclude fees with clients and customers that reflect the full cost of the design and associated work involved within any project and provide a reasonable operating profit. To develop and maintain fee records and forecasts and ensure that billings are processed on a timely basis. | 15 |
| 3. | To work closely with the Project Delivery Manager to ensure that the Project Delivery Team and the Project Design Team are co-operating effectively together at all times and that overall project targets are being achieved. | 10 |
| 4. | To commission specialist design, survey and engineering services which cannot be delivered from within the Project Design Team on a Value for Money basis, ensuring strict cost control and accountability. | 10 |
| 5. | To encourage, facilitate and support best practice and standardisation within the team, providing its members with opportunities for Continuous Professional Development. | 10 |
| 6. | To prepare and present clear, concise and comprehensive management reports to Senior Officers and Members. | 10 |
| 7. | To liaise with customers, clients, contractors and consultants at the highest level and to develop and foster positive and constructive relationships with them. | 10 |
| 8. | To ensure that all construction, demolition, consultancy and associated tenders are issued administered and accepted in line with Standing Orders. | 10 |
| 9. | To act as the Cost Centre Manager for the team, submitting monthly budget returns and controlling operating costs to within 1% of Budget. | 10 |

DIMENSIONS:

Supervisory Management:

- 1 x Principal Architect M4
- 1 x Principal Building Services Engineer M4
- 1 x Principal Quantity Surveyor M4

Overall responsibility for a team of 15 management staff.

Financial Resources:

- Operating Budget circa £1.0m pa
- Capital Projects Budget circa £25.0m pa
- Fee Budget circa £3.0m pa
- Fee Margin circa £0.5m pa

Physical Resources:

Although the team does not possess any physical assets such as vehicles it does have access to a number of specialised software packages which need to be managed, supported and maintained in line with Council policy and procedure.

Other:

No

CONTEXT:

The Project Design & Delivery teams within the Council's Fixed Assets Service are jointly comparable to a private sector integrated construction design and management practice and effectively operate as an internal trading entity.

Fees are earned by the sale of the teams' services to other public sector organisations, educational partners, housing associations, third sector bodies and community groups. The team are also recompensed from the capital, basic needs and housing revenue budgets for work carried out on direct funded Council led projects.

The teams are expected to be not only revenue generating but also profit generating with the latter contributing significantly to the Council's overall net earnings from traded services objectives.

Typical projects designed and managed by the teams are planned maintenance programmes, building refurbishment and extensions, demolition and new construction.

The teams are jointly responsible for progressing projects from Initial Appraisal (RIBA Work Stage A) to Post Practical Completion (RIBA Work Stage L).

Physical Effort & Working Environment.

The post is agile working office based but the post holder will be required to visit construction sites on a regular basis to conduct valuations and assessments. This will involve physical activity, such as the use of ladders and other inspection aids.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	<p>Experience of successfully managing a large team of professional staff in a construction or property services organisation.</p> <p>Experience of successfully managing high value construction tenders and commissioning specialist construction design services,</p>		<p>Experience of working in the Public Sector.</p> <p>Experience of managing a Design Team.</p>	
Skills/Abilities	<p>Able successfully to develop and maintain complex team work programmes.</p> <p>Able to successfully negotiate client fee structures that provide a reasonable project margin.</p> <p>Able to negotiate successfully with clients, customers, contractors and consultants at the highest level and build successful relationships.</p> <p>Able to produce and present clear, concise and comprehensive executive management reports.</p> <p>Able to successfully manage motivate and develop professional staff.</p> <p>Able to successfully manage large budgets and analyse complex financial information.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2,3</p> <p>1,2</p>		

Equality Issues	Able to demonstrate a clear understanding of what constitutes unfair discrimination and its effects on the community and employees including disadvantaged groups in both.	1,2		
Specialist Knowledge	Thorough knowledge of relevant statutory regulations, guidance and policy relating to design and build projects.	1,2	Thorough knowledge of the RIBA Outline Plan of Work Stages.	1,2
Education and Training	Educated to degree level with an appropriate post graduate qualification in a project management, construction or property related discipline.	1,2	A relevant professional architectural qualification, ARB registration and RIBA membership.	1,2
Other Requirements	Able to attend evening meetings and site meetings within the Borough and beyond as required.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).