# Hosting Proforma

Mid and East Antrim Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mr Richard Cromie

Name

Organisation/

Human Resources and Organisation Development

Department

Ardeevin

80 Galgorm Road

Ballymena

BT42 1AB

Address

Telephone Fax number

N/A

028 2563 3147

Number

Richard.cromie@midandeastantrim.gov.uk

E-mail

Type of Opportunity

Secondment – Major Projects **Programme Manager**

**2. Details of hosting opportunity**

Description of opportunity

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| **MAIN PURPOSE OF THE JOB**  The Major Projects Programme Manager will be responsible for the development, management, and co-ordination of a comprehensive range of large scale strategic capital projects for Mid and East Antrim Borough Council. The projects are identified within the Corporate Strategy and currently include the Belfast Region City Deal and regeneration of St Patrick’s Barracks. Further projects may be added in the future.  The Major Projects Programme Manager will be responsible for embedding the necessary skills, good governance and best practice processes within the Major Projects Team to ensure effective and efficient project delivery for all capital projects assigned to you.  This role will also involve establishing and managing a number of stakeholder relationships with key partners across a programme of complex projects including Government Departments, other Local Authorities and Third Party Funders. |

Main objectives of the opportunity

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| **MAIN DUTIES AND RESPONSIBILITIES**   1. Service Delivery    1. Act as the Major Projects Programme Manager within Council and deputise for the Major Projects Programme Director as required;    2. Manage the Major Projects Team comprising Project Managers, Project Support Officers and a Social Value and Engagement Officer;    3. Manage the delivery of a programme of projects in accordance with best practice and to agreed specification in full compliance with health, safety, statutory, and environmental legislation, to meet the Council’s business and operational needs;    4. Lead, in conjunction with the Programme Director, the continual review of construction and procurement best practice, benchmarking internal procedures together with formulating improvements in structure and policies to ensure Mid and East Antrim Borough Council remain a high performing Council;    5. Lead in developing and completing Business Case/Economic Appraisals to support the project rationale for Major Projects as required and in accordance with funder governance requirements;    6. Act as the main Council contact/liaison at managerial level to interact and coordinate with, external consultants/building professionals, economic or financial advisors, government departments and other council officials and other relevant stakeholders to progress designated projects;    7. Manage the development of appropriate action plans including costs and clear project work programmes to ensure the timely and efficient progression of all projects;    8. Manage and coordinate all contractors, consultants and other Council departments involved in all Projects, ensuring the efficient and timely delivery of each project;    9. In conjunction with the Council Finance team, lead on the efficient and effective management of expenditure associated with the all Major Projects. In addition, ensure that in delivering all expenditure complies with Council’s procurement and governance requirements;    10. Pursue additional sources of funding or other resources if required and manage funding application processes if instructed by the Major Projects Programme Director;    11. Ensure that for all consultancy, design and works specifications are drafted which ensure Council obtains competitive tenders and, in conjunction with Council Procurement, evaluate relevant design and works proposals to ensure both value for money and quality are achieved;    12. In conjunction with the Programme Director, ensure financial control of all aspects of the projects. This includes budgeting, forecasting, cost control, and monthly reporting to Council or external funding bodies and Departments. Lead on value engineering if required to ensure projects remain deliverable within budget;    13. Oversee all projects during the construction phase up to completion, ensuing delivery to time, cost and quality;    14. Oversee project handover to client departments and the Facilities Maintenance and Management Team ensuring that assets free are from defects on completion;    15. Represent Council as the senior officer at any relevant Pillar or Board meetings and manage relevant actions arising for all Projects;    16. Ensure the maintenance of good working relationships between Council project officers and other internal departments, as well as with other government agencies, as part of the wider Council coordinated approach to project delivery;    17. As Programme Manager, ensure that the Council’s Operational Management Team and Senior Management Team are kept informed of progress and developments relating to the performance, operation and management of the designated project;    18. Carry out such other duties relevant to the post as may be directed by the Major Projects Programme Director.    19. Undertake duties outside normal working hours and attend meetings of Council, Committees or other groups as required |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants must hold:   * Have a minimum of a third level qualification or equivalent in an appropriate construction related discipline e.g. Project Management, Architecture, Quantity Surveying, Civil Engineering, Building Surveying.   AND  Be able to demonstrate, by providing personal and specific examples, that they have **3 years’ experience**  to include:   * Successful management of a major capital programme(\*); * Financial management of a major capital programme(\*), evidencing successful delivery of projects against timeframes, key milestones and budgets; * Effective communication with a range of stakeholders including statutory and non statutory bodies on a major capital programme(\*) ensuring successful outcomes; * Development of a team and managing them to successfully deliver programme objectives; * Managing consultants and contractors using the appropriate Form of Contract (i.e. NEC, JCT, ICE etc.);   AND  Hold full membership of a recognised professional body relevant to the post for example RIBA, RICS, MCIOB or equivalent.  OR, for candidates who do not meet the third level qualification requirement as outlined above:  Be able to demonstrate, by providing personal and specific examples, that they have **5 years’ experience**  to include:   * Successful management of a major capital programme(\*); * Financial management of a major capital programme, evidencing successful delivery of projects against timeframes, key milestones and budgets; * Effective communication with a range of stakeholders including statutory and non statutory bodies on a major capital programme ensuring successful outcomes; * Development of a team and managing them to successfully deliver programme objectives; * Managing consultants and contractors using the appropriate Form of Contract (i.e. NEC, JCT, ICE etc.);   AND  Hold full membership of a recognised professional body relevant to the post for example RIBA, RICS, MCIOB or equivalent.  (\*) a major capital programme is defined as “over £10,000,000 value   * Knowledge in the delivery of capital projects funded by a third party. * Capital project reporting using both written and verbal communication skills. * An understanding of the principles of efficient project and programme management.   These competencies are the top 6 competencies the Local Government Competency Framework[[1]](#endnote-1) which have been identified and prioritised for effective performance in this role.   1. **How we Provide Leadership and Direction:**   **1.2** **Leadership –** motivates others to achieve their objectives and organisational goals through involvement and providing feedback. Provides and supports development to enable effective delivery.   1. **How we manage ourselves**   **2.3** **Communicating with Impact -** presents a positive image by communicating effectively, being resilient and treating people fairly.   1. **How we work with others**   **3.1** **Collaborating in a Political Environment -** develops and manages effective networks by establishing common ground.  **3.2** **Influencing Outcomes** – adapts a style and approach to achieve effective outcomes.   1. **How we move forward**   **4.1** **Problem Solving and Decision Making -** gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and co-operation.  **4.4 Continuously Improving Services** – seeks to continually improve the services and processes that impact on users. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Major Projects Programme Director |

Who will be the individual’s line manager and/or reporting officer?

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| Major Projects Programme Director |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Benefit to Individual employee**  An opportunity to develop good interpersonal and business relationships whilst sharing and enhancing the individual’s skills. The individual will gain valuable career development opportunities, building networks in a new sector and gaining experience within a dynamic and fast paced organisation.  **Benefit to individuals employer**  Employee will enhance skills and will build new interpersonal and business relationships that will ultimately be of benefit to the employer in the future.  **Mid and East Antrim Borough Council** will benefit from different perspectives and experiences from another organisation with a view to sharing and collaborating in the future. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate is identified, and a release date agreed.  **Salary:** PO10 - SCP 53 – 56 (£**60,284 - £63,569**)  **Working hours:** 37 hours per week. A flexi-time system is in operation. Successful candidates will be required to work 37 hours a week, Monday to Friday. Given the nature of their duties the post holder will be expected to work outside these hours at weekends, evenings and public holidays if dictated by the needs of the service.  **Duration**: This is a temporary post until 31 March 2026.  **Location**: Based at one of the council locations within the borough which can be agreed with the applicant and will be subject to the Council’s agile working policy.  **Resources**: Appointees must have access to a form of transport which will enable them to meet the requirements of the post in full.  **Funding**: These posts will be fully funded by Mid and East Antrim Borough Council.  **Further information**: Please contact Denise Stevenson at: [denise.stevenson@midandeastantrim.gov.uk](mailto:denise.stevenson@midandeastantrim.gov.uk)  Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview  **Closing Date: Applications must be submitted by 4.00pm on Friday 12 May to:**  **For NI Civil Service departmental staff only:** [**Secondments@HRconnect.nigov.net**](mailto:Secondments@HRconnect.nigov.net)  **For employees from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **18/04/2023** |

**Date:**

1. Full details of the Local Government Competency Framework can be found at the following link:

   <http://www.lgsc.org.uk/fs/doc/Competency%20Framework%20for%20Local%20Government.pdf> [↑](#endnote-ref-1)