# 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 **Project Manager x 2**

**2. Details of hosting opportunity**

Description of opportunity

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| **MAIN PURPOSE OF THE JOB**  The Project Manager in the Major Projects Team will be responsible for the management of large scale strategic capital projects for Mid and East Antrim Borough Council. Major Projects are identified within Council’s 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 Project Manager will be responsible for all stages of project delivery ensuring all allocated budgets are managed efficiently and effectively in accordance with council policies, financial regulation and external funding protocols.  This role will involve the effective leadership and management of multi-disciplinary teams, and cross departmental working at Council to ensure all project deliverables are achieved. |

Main objectives of the opportunity

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| **MAIN DUTIES AND RESPONSIBILITIES**   1. Service Delivery    1. Act as Project Manager responsible for the delivery of designated Major Projects as directed, and deputise for the Major Projects Programme Manager if required;    2. Manage the development of the Full Business Case/Economic Appraisal for the designated Major projects if required and in accordance with any funder governance arrangements    3. Lead on the prepararation of all procurement and contract documents for the appointment of various consultants and contractors adhering to both Council and funder procurement procedures.    4. Manage the delivery of major capital projects from inception to completion, achieving quality and value for money within the required timeframe and approved budget, providing design, technical and cost management support as required.    5. Produce detailed project management progress reports for project boards and the Programme Manager. This may include for example, forecast outturn costs, programme, project risk register, issues log, project health check, change control log    6. Lead on the assessment of tender returns, chair scoring panels, evaluate tender information and make recommendations to Council for the award of contracts. Ensure adherence to Council and funder procurement procedures, whilst achieving a quality service and value for money.    7. Manage appointed consultants and contractors including a Multidisciplinary Design Team in accordance with the appropriate form of contract (i.e. NEC, JCT, ICE etc) to deliver the Major Projects, providing direction/information as required.    8. Manage consultations with the Public, the Private Sector, Statutory and voluntary agencies/bodies. Attend and service Council and other working groups as appropriate.    9. Manage funding application processes if instructed by the Major Projects Programme Manager or Programme Director.    10. Act as the lead Council contact/liaison with all external construction professionals, economic or financial advisors, departments and other council officials and other relevant stakeholders to progress the designated project, as part of the wider Major Projects programme.    11. Develop action plans, programmes, progress reports, and cost plans. Reporting reasons for any potential slippage to programmes or project overspend and proposed remedial action.    12. Ensure contractors, consultants and other Council departments involved in the designated project co-operate efficiently and effectively.    13. Ensure all Health & Safety legislation including CDM Regulations, published relevant guidelines and Council Health & Safety policies and procedures are complied with in relation to the delivery of the asset to provide a safe environment for employees and contractors.    14. Efficiently and effectively manage third party funding and expenditure associated with the designated project in line with both Council and funder procurement and governance processes, maximising funding drawdown for Council.    15. Achieve completion of the asset and effectively manage the handover process working in partnership with other Council departments i.e Facility Management and Maintenance.    16. Attend meetings and undertake work related to the designated project as required.    17. Maintain good working relationships with other officers within Council as part of the wider Council BRCD team and to regularly liaise with other managers in the department and in the Council to ensure effective co-ordination of activities.    18. Ensure that the Council project team, Heads of Service and Senior Management Team are kept informed of progress and developments relating to the performance, operation and management of the designated project.    19. Assist Council’s Capital Works Team with the delivery of the Capital Plan if instructed by the the Major Projects Programme Director.    20. 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:   * 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’** experiencein  managing major capital(\*) projects from business case stage through design and delivery to client handover to include:   * Successful delivery of major capital projects(\*) from inception to completion; * Managing consultants and contractors using the appropriate Form of Contract (i.e. NEC, JCT, ICE etc.); * Managing capital project budgets and expenditure plans within approved parameters; * Effective communication with a range of stakeholders including statutory and non statutory bodies on major capital projects\* ensuring successful outcomes; * Addressing design quality and sustainability issues on major capital projects\*.   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 requirements as outlined above:  Be able to demonstrate, by providing personal and specific examples, that they have **5 years’** experiencein  managing major capital(\*) projects from business case stage through design and delivery to client handover to include:   * Successful delivery of major capital projects(\*) from inception to completion; * Managing consultants and contractors using the appropriate Form of Contract (i.e. NEC, JCT, ICE etc.); * Managing capital project budgets and expenditure plans within approved parameters; * Effective communication with a range of stakeholders including statutory and non statutory bodies on major capital projects(\*) ensuring successful outcomes; * Addressing design quality and sustainability issues on major capital projects(\*).   AND  Hold full membership of a recognised professional body relevant to the post for example RIBA, RICS, MCIOB or equivalent.  (\*) A major capital project is defined as being over £1,000,000 in 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 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 and support. Provides and supported development to enable effective delivery.     1. **How we manage ourselves**   **2.1** **Managing Our Own Work –** Plans, structures and prioritises own work to achieve optimum results.   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 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.  **4.3 Achieving Results –** Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Major Projects Programme Manager |

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

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| Major Projects Programme Manager |

**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:** PO6 - SCP 42 – 45 (£48,587 - £51,627)  **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. There are two positions available.  **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 2023 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)