

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number:

Service Area: Corporate Property, Capital Projects and Professional Services

Grade: 9

Job Title: Project Manager (Property)

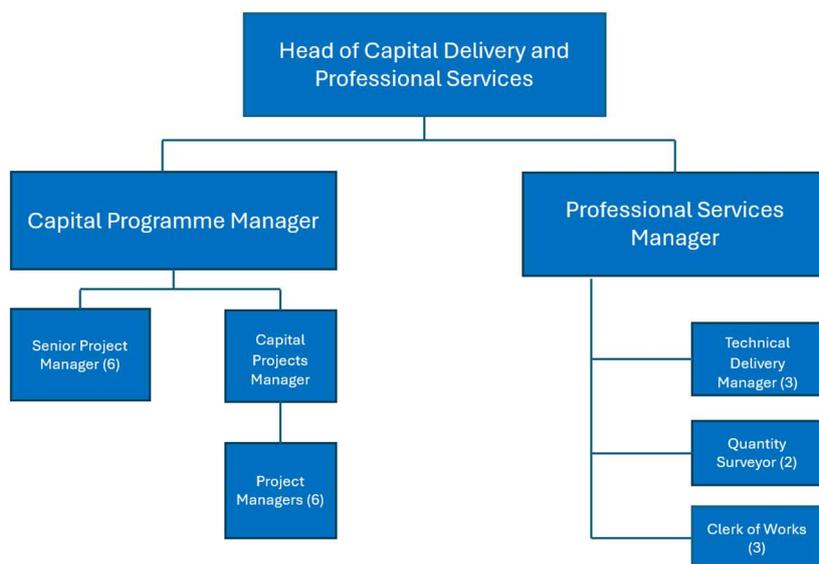
The post holder will be responsible for the management and delivery of a series of property projects or minor programmes. This role focuses on managing relationships with all stakeholders involved in the project, including government bodies, contractors, and the public. They ensure that the interests and concerns of stakeholders are addressed, and they facilitate communication between all parties to ensure smooth project execution.

Responsible for the setup, management, and successful delivery of the council's property projects. These involve managing conflicting priorities and tight timescales.

Providing day-to-day leadership for allocated projects to ensure delivery within budget, on time, and to agreed quality standards. The role demands creative and innovative problem-solving, developing and maintaining positive working relationships across service areas, collaborating closely with senior leaders, providers, partners, and external contractors. The includes effectively navigating conflicting priorities and manage pressured timescales.

Delivery of these projects will drive interdependent, cross-functional service improvement and transformation across Lincolnshire County Council and partner organisations, enhancing LCC's reputation at local, regional, and national levels.

TEAM STRUCTURE:



MAIN DUTIES:

1	Leading on a range of complex and high profile property projects using the RIBA Plan of Works and managing realisation of benefits.
2.	The postholder will be responsible for contributing to the development of key project documentation, including project mandates, project briefs, Project Initiation Documents (PIDs), and other relevant materials.
3	Responsible for defining clear deliverables for tasks and projects to ensure alignment with objectives, timelines, and stakeholder expectations.
4	Ensuring robust project control and governance mechanisms are in place through the project life cycle. Including making sure that processes are followed to provide effective and timely delivery.
5	Responsible for planning, scheduling, and monitoring project progress, including conducting regular project reviews to ensure alignment with the programme plan, agreed deadlines, and defined outputs.
6	The postholder will liaise regularly with the Capital Projects Manager to manage risk, issues, budget, and stakeholder engagement for projects under their leadership.
7	Responsible for directing and motivating the project team, managing stakeholder relationships, and providing advice and guidance to team members and end users. The postholder will promote best practice in project delivery and foster a collaborative, high-performing working environment.
8	Demonstrate and lead collaborative working practices within the project
9	Managing conflicting project interdependencies and unresolved issues during the life cycle of the project ensuring alignment with overall objectives and minimal disruption to delivery.
10	Effectively managing project budgets by monitoring expenditure, forecasting costs, ensuring financial controls are adhered to, and reporting variances to stakeholders to maintain financial accountability and project viability.
11	Managing project risks including proactive identification and resolution of issues. This often requires dynamic problem-solving and the ability to respond swiftly to changing circumstances along with recognising the need for escalation where appropriate..
12	Having overall responsibility for the project quality management . Expand scope of project meeting expectations of the service – managing expectations
13	Effective use of change control using formal project management principles and the relevant notification process based on the contract being utilised e.g. NEC or JCT.
14	The post holder will regularly become involved in contentious and politically sensitive work that includes reputational risk to the local authority and is required to show tact, sensitivity and discretion as well as an awareness of the political and reputational context.
15	Maintaining accurate project information and data management, including highlight reports to Programme and Project Board(s).
16	In agreement with the Capital Programme Manager, the postholder will serve as a lead practitioner in designated areas of expertise, contributing specialist knowledge and skills to enhance the success of the team.
17	The postholder will be expected to act as client lead with professional services colleagues e.g. Technical Delivery Managers/Building Surveyors —both internal and external—and in collaboration with contractors, to ensure the streamlined and effective project delivery.
18	Actively contribute to developing team processes, drive continuous improvement, and collaborate on innovative solutions to enhance efficiency and project outcomes
19	Act as a representative for the Capital Projects Manager in delegated workstreams, tasks, meetings.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Track record of successfully delivering projects and /or programmes	A / I / P	x	
Relevant project management qualification and / or training	A		x
Understanding and (preferably) experience of working within a schools / education context	A / I		x
Highly skilled stakeholder manager, including senior managers within own and partner organisations	A / I / P	x	
Highly skilled approach to risk and issue management	A / I / P	x	
Rigorous approach to change management	A / I / P	x	
Skilled negotiator when faced with competing demands of stakeholders within a project environment, with the ability to effect a positive outcome	A / I	x	
Rigorous approach to budget management	A / I	x	
Excellent communicator who is fluent with the use of a wide range of media e.g. written report, emails, presentations, facilitation etc	A / I / P	x	
Ability to analyse own performance and incorporate reflective learning practises	A / I		x
Ability to prioritise effectively whilst managing multiple projects	A / I	x	
Demonstrate a working knowledge and appreciation of the relationship between the Local Authority as LEA, maintained schools, academy trusts and the role of Basic Need funding.	I		x
Ability to assess technical information and translate this into plain English for a stakeholder audience	I / T	x	
Ability to challenge and seek further clarification from technical experts on behalf of the stakeholders	I / T	x	
Demonstrate an awareness of commercial principles within contract management	I		x
Demonstrate a working knowledge of JCT and NEC contract types	I		x

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to and promoting new ways of working, maximising efficiencies for stakeholders, and encouraging cost-effective property project delivery.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.