

# Head of Capital Projects

INFORMATION, JOB DESCRIPTION & PERSONAL SPECIFICATION







SMARTER PROPERTY

## JOB & BENEFITS SUMMARY

<b>Job Title:</b>	Head of Capital Projects, Full Time
<b>Location:</b>	Sessions House, Maidstone
<b>Responsible to:</b>	Chief Executive Officer
<b>Salary:</b>	Competitive
<b>Holiday Allowance:</b>	25 days
<b>Pension:</b>	Company Pension

## PURPOSE OF THE JOB

Responsible for Project, Programme and Cost Management across the GEN<sup>2</sup> business and delivery of capital projects and programmes.

This role forms part of the Gen<sup>2</sup> Leadership Team which has collective responsibility for the execution of the Company Strategy as set by the Executive Team, the day to day operation of the business and delivery of the company Business Plan including its growth targets.

The post holder shall also have direct responsibility in their business unit for the following: Health & Safety and Compliance reporting/auditing, service delivery and improvement, recruitment, management and development of staff, profit and loss management with responsibility to see the cost centre delivers to budget.

The post holder shall also lead on the acquisition and achievement of professional accreditation and memberships for disciplines appropriate to their business unit – e.g RICS, APM, ISO.

Responsible for the successful delivery of Minor Works Programmes, Major Works Programmes and one off Capital Projects across Education, Corporate and Housing sectors.

With the CEO and Leadership Team, provide strong leadership to the company, transforming culture, quality and profitability.

## MAIN DUTIES & RESPONSIBILITIES

- Deliver capital projects and programmes for Clients to time/cost/quality and meeting statutory requirements. Ensure Health & Safety practices being adhered to and compliance management on all projects and programmes – including CDM Regulations.
- Manage the Capital team, including project and cost management, to ensure effective systems and process for managing and risk, finances, quality and change control and effective governance is in place to ensure projects are managed within tolerance and authorities.
- Implement a Resource Management process including load and capacity planning for all key project skill groups to minimise resource bottlenecks and maximise resource utilisation.

- Manage the performance of internal and supplier project resources to drive delivery of scope to programme, cost and quality
- To develop senior level client relationships in order to secure new commissions, retain current commissions and grow the business in a way that adds value to the clients' operational effectiveness and the company's commercial success.
- To use her/his network of business and commercial services sector contacts and keep abreast of developments specific to the property consultancy market, to produce new thinking and initiatives that can be deployed within the business, with existing clients, or to inform the company's approach to improving productivity, efficiency and cost effectiveness; all in order to reduce the cost base, increase margin and support the winning of new business.
- Working with the Head of Estates and the Data Team, ensure that all project and asset data records are kept up to date and compliant with legislation such as data protection and Transparency Code.
- Work with Gen<sup>2</sup> colleagues and suppliers to lead a whole life cycle approach to the management of assets in order to maximise asset performance and achieve best value. Specifically, consider a "soft landings" approach to the building of new assets to minimise maintenance costs over the life of the assets.
- Be the lead Project Management representative in the Gen<sup>2</sup> business, providing quality technical advice to Gen<sup>2</sup> staff and customers in all matters relating to project and programme management and cost management. Where required by Clients, deliver senior advice to stakeholders such as Members and Director of Services and at key governance meetings and committees.
- Ensure that the procurement of suppliers is carried out compliantly with procurement regulations. Develop collaborative relationships with key suppliers and ensure their performance is managed effectively.
- Carry out regular reviews of service requirements, develop existing KPIs and adopt best practice in order to identify opportunities for service improvement and cost efficiencies.
- Take the lead on the continuous improvement of Gen<sup>2</sup>'s project and programme management expertise, including accreditations, training and development plans, Continuous Professional Development activity and Thought Leadership in this discipline.
- To attend and report monthly to the Company Board providing the Board with advice and guidance on all matters related to service delivery, commercial issues, securing new business, quality assurance, compliance, health and safety and resourcing.

*This job description is provided to assist the job holder to know what her/his main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*

## PERSONAL SPECIFICATION

A leader, who is a logical, process focussed business professional with extensive experience in the property, real estate or built environment; ideally with a bias of working with public sector clients, with a successful track record of project delivery; who is eager to undertake a senior leadership position in a fast growing property consultancy, offering professional services to the public sector.

### Knowledge

- A professional qualification in project management or the built environment.
- Current market knowledge on best practice.
- Understanding of the challenges faced when transforming or setting up a private company owned or spinning out from a large public sector organisation and how to drive efficiency and culture change.
- Understanding of the management and delivery of large public sector capital programmes.
- Knowledge of ICT systems to support property and project management.
- Knowledge of quality assurance systems including ISO standards.
- Understanding of how to achieve change and transformation within an organisation.
- Knowledge of construction methodology and RIBA Plan of Works.
- Knowledge of Construction Frameworks, Contracts (professional services and construction) and The Public Contracts Regulations.

### Skills

- An outstanding natural leader with a track record of developing effective teams.
- A confident and competent public speaker in fluent English able to persuade and convince an audience.
- A good communicator in written English, able to produce written documents that are concise and persuasive, using jargon only where it adds to understanding.
- Well-developed emotional intelligence, able to read situations and people so as to build effective and collaborative relationships, up and down the business, as well as with clients and stakeholders.
- A well-developed awareness of customer needs and a commitment to continually improve service delivery.
- Financially aware, having managed large budgets.
- Well-developed commercial and business acumen.



## CORPORATE RESPONSIBILITIES

Directors and senior managers have an explicit responsibility to deliver the collective agenda of Gen<sup>2</sup> and its clients. These are fundamental elements of their role not an addition and are summarised as follows:

### Whole Company

- Understand, communicate and contribute to the delivery of our clients strategic aims.
- Meet statutory obligations.
- Promote the brand and enhance the overall reputation of our clients.
- Understand and monitor the measures of performance, which define successful outcomes for GEN<sup>2</sup> services.

### Integration of Services

- Focus resources where they have the biggest impact.
- Deliver services that are flexible and adaptable.
- Integrate services within Gen<sup>2</sup> and work with partner agencies to ensure a seamless customer experience.
- Fully and inclusively engage all staff in the delivery of services, demonstrating leadership values and competencies.

### Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation.
- Meet the financial regulations and standing orders of Gen<sup>2</sup>.
- Ensure all services are delivered with appropriate reference to the market.
- Proactively and continuously seek to improve service delivery.
- Proactively manage risk to avoid inertia whilst not exposing the company to needless and avoidable challenge or loss.
- Overcome professional and service silos to achieve the company's objectives.

### Managing Change

- Understand and support the overall change agenda.
- Deliver required outcomes of service specific change on time and to budget.
- Understand the quality of staff, support their development, nurture those with talent.
- Identify the skills for the future and the level of staff through robust workforce planning.
- Deliver to agreed budget and income targets.