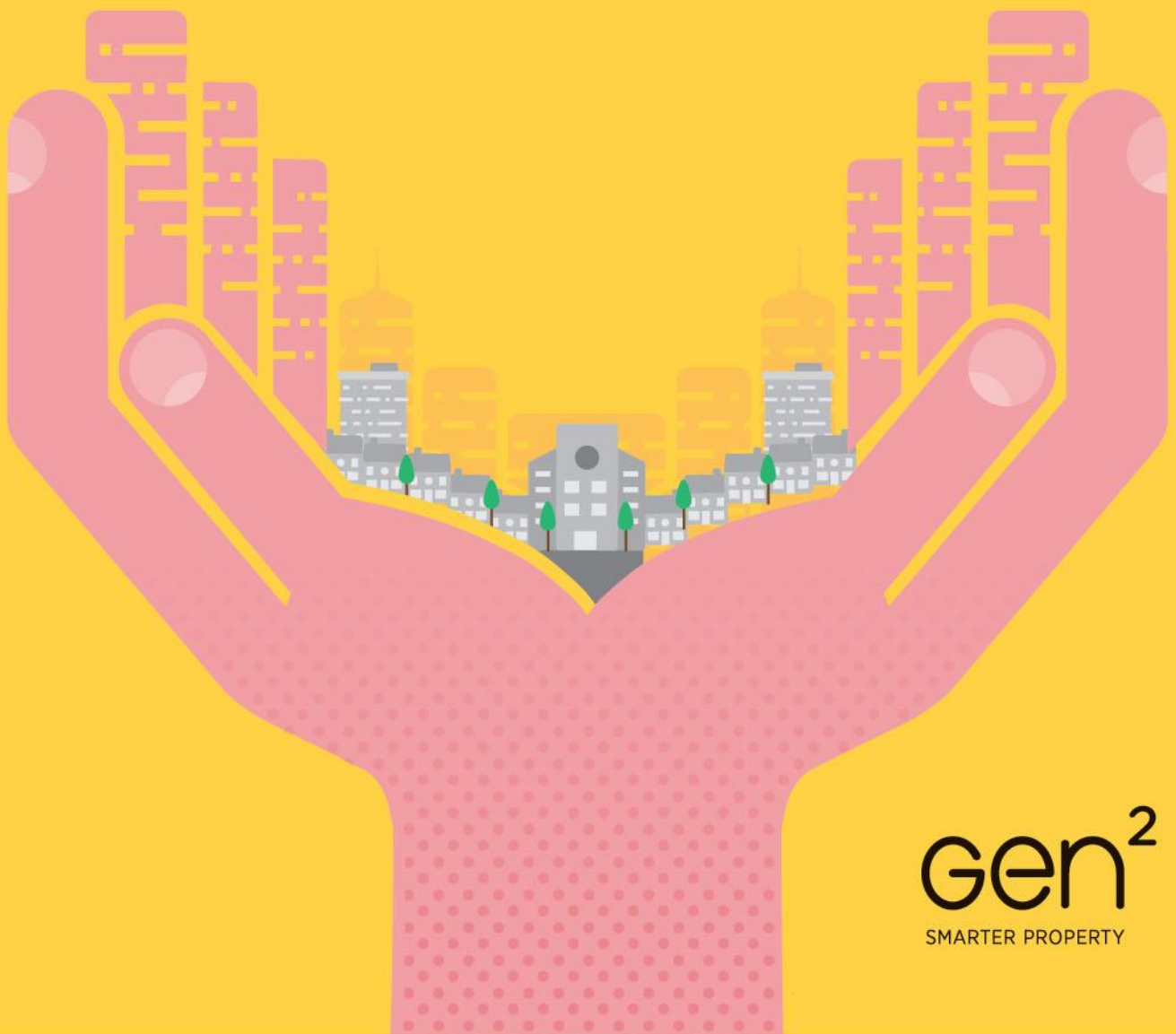


Programme Manager

INFORMATION, JOB DESCRIPTION & PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Programme Manager

Information, job description and personal specification

The purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We are transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five-year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitate the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able to bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

Gen²



JOB & BENEFITS SUMMARY

Programme Manager

Reporting to Head of Capital Projects

Working with the Project Management team

Based in Maidstone, Kent.

Salary from £50,000

Holiday allowance: 25 days

Company Pension

Flexible working practices

Purpose of the job

Programme Manager

Purpose of the job

Accountable for the development, delivery, monitoring and continual improvement of complex capital programmes – and to deliver such programmes to the required quality, timescale and cost, in accordance with internal and client policies and procedures and wider legislation and best practice.

Be responsible for the identification and management of programme level risk and opportunity in relation to the client's capital programme delivery and provide advice, reports and guidance to Head of Project Manager.

Main duties & responsibilities

1. To be responsible for the coordination and delivery of complex Capital Programmes of work. To lead the monitoring of capital programmes; identifying any programme and project risks or opportunities, particularly with reference to time, quality and budget; suggesting mitigation for such risks; identifying action required to correct any project slippage.

2. To lead, develop and manage effective performance and project management arrangements across the capital programmes supporting the Head of Project Manager to ensure these meet the strategic objectives of customers. Ensure that project benefits are delivered as planned within a programme of work working closely with Schools and KCC Client.
3. To work closely with the procurement team, ensuring all projects are tendered as per Kent Framework, and supporting the Project Management Team in all contractual documentation are correct and meets the Client's standards. To establish links between the company and its clients to identify how it may assist in delivering wider client objectives, together with other client initiatives.
4. To support Head of Capital Projects through the relevant approvals process, ensuring clarity of roles and responsibilities exist and that projects are progressed in line with affordability requirements and overall programme timescales. To help lead in the development of the Business Case(s), as required during the feasibility and procurement documentation to ensure timely input from all relevant stakeholder parties.
5. Support Head of Capital Projects to ensure the provision of Project and Programme updates to Programme Boards; Project Boards; Project Teams; as necessary for the development and progress of the overall capital programme. To ensure that reports are delivered within the timescale and approved. To implement and develop actions which may need to be undertaken as a result.
6. As required, to represent the company and other customers in negotiations to maintain progress to achieve project timescales. To lead the work with stakeholders, consultants, bidding partners and clients to ensure that all parties are satisfied that the design and construction method meets the client's requirements and council's vision and is within time and budget constraints.
7. Act as the main point of contact in relation to the Capital Programme for both internal and external stakeholders and suppliers, promoting clear and effective communication and ensuring high quality engagement outputs and outcomes are delivered.
8. Produce collaborative team working (involving all staff and consultants), promoting ownership, responsibility and mutual understanding of the part each plays in the overall delivery of the Capital Programme. Actively consider new and innovative ways of doing things (SMART), recognising and promoting the positive benefit of change to improve services and achieve goals. Work alongside the Head of Project Management to develop and improve the project management skill base and PM development opportunities and career pathways across the Property operation.

This job description is provided to assist the job holder to know what his/her 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

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

<p>QUALIFICATIONS</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Educated to degree level in a building related field or equivalent and/or suitable building industry qualification commensurate with the post. • Project management qualification or accreditation / membership (APM/RICS) <p>Desirable:</p> <ul style="list-style-type: none"> • Site experience / qualification (SMSTS) • RICS Certificate in Construction Project Management • APM Project Fundamental Qualification • Management qualification (eg Certificate in Management/ NVQ) • Health and Safety qualification
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of delivering Capital Programmes. • Experience of working in a building industry environment in a managerial capacity commensurate with the post. • Experience of multi-agency working within the building sector in a varied commercial environment including • Developing site inspections audits • Experience in delivering PSBP /PSBP2 Programmes • Experience undertaking quality assurance check on project, programme and related documentation required for the delivery of Primary Education programme (e.g surveys, JCT / NEC Contracts)
<p>SKILLS & ABILITIES</p>	<ul style="list-style-type: none"> • Outstanding interpersonal skills, both oral and written across all stakeholders at all levels. • Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability

	<ul style="list-style-type: none"> • Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate. • Demonstrate persuasive and sound decision making delivering positive yet sensitive outcomes, knowing when to escalate. • Excellent organisational ability, providing supportive leadership, innovation and motivation to others. • Sound financial and budget management understanding • Able to use a range of Microsoft or similar packages including Word Excel and Project to an advanced level.
KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrable substantial knowledge of managing major contracts (JCT & NEC) and projects within a construction background, liaising where appropriate with staff at all levels to accomplish satisfactory results • Have worked on ESFA Project delivery processes, to plan and deliver monthly reports to the ESFA. • Sound knowledge of construction methods and processes • Delivered Educational Basic Need Projects within budget and timescale
VALUES & BEHAVIOURS	<p>PROFESSIONAL</p> <ul style="list-style-type: none"> • Employees are expected to maintain the highest professional <p>COMMERCIAL</p> <ul style="list-style-type: none"> • Employees should provide optimum financial outcomes for our clients. <p>COLLABORATIVE</p> <ul style="list-style-type: none"> • Employees work with clients to achieve success. <p>INNOVATIVE</p> <ul style="list-style-type: none"> • Employees deliver smarter property solutions.