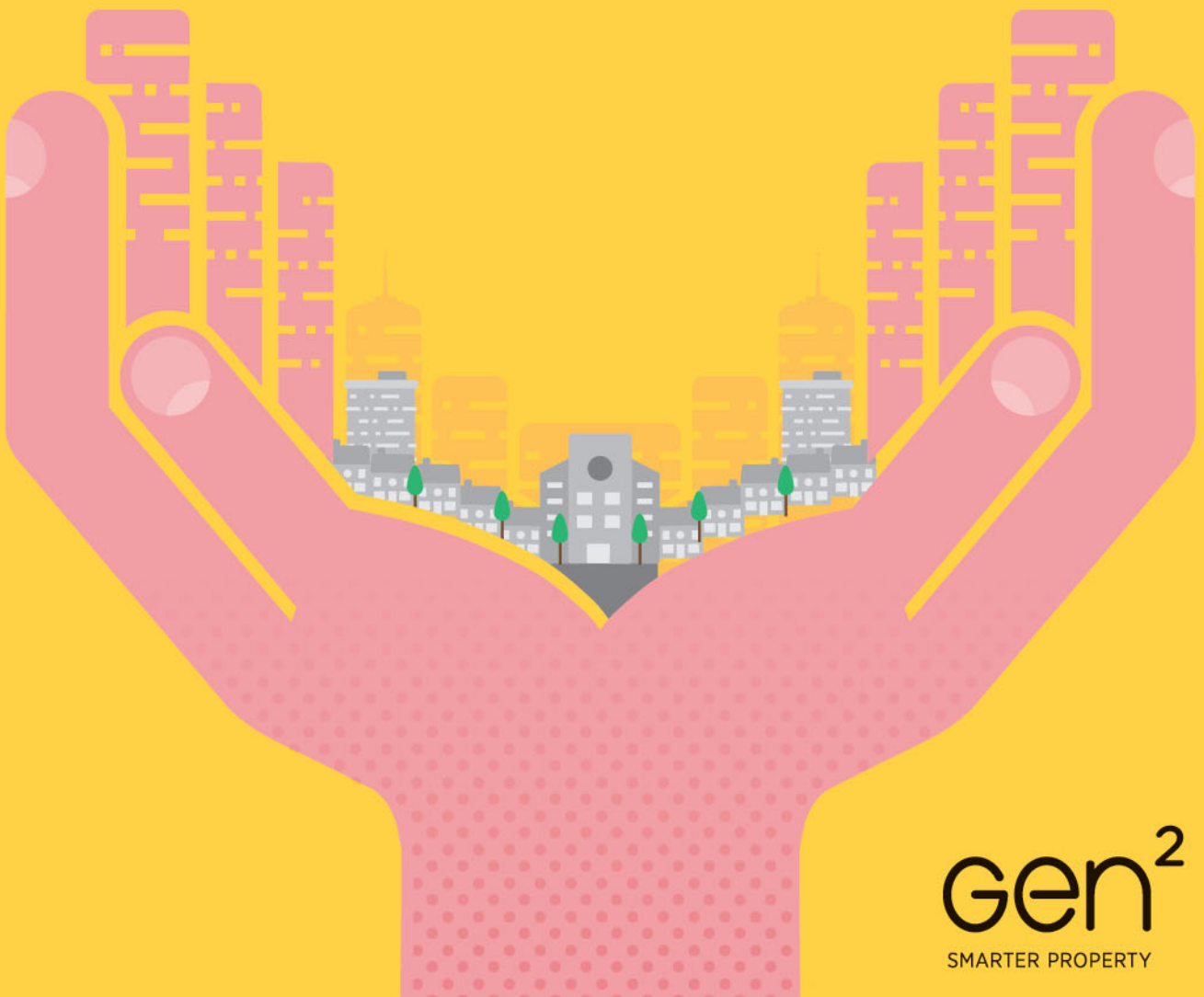


# Strategic Projects Manager

INFORMATION, JOB DESCRIPTION &  
PERSONAL SPECIFICATION



Gen<sup>2</sup>  
SMARTER PROPERTY

# Strategic Projects Manager

## Information, job description and personal specification

**This 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

Gen<sup>2</sup> are trusted public sector property experts.

We're 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, Gen<sup>2</sup> 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 facilitates the delivery of a diverse range of services for the public sector across London and the South East.

Gen<sup>2</sup> 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 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.

## JOB & BENEFITS SUMMARY

### Strategic Projects Manager

Reporting to Head of Business Management

Working in the Business Management Team

Based at Maidstone, Kent

Salary from £35,00 to £40,000

Holiday allowance: 22 days

Company Pension

Flexible working practices

### Purpose of the job

On behalf of the company and its clients, be responsible for the delivery of complex projects in line with time, budget and quality criteria. You will work within the Business management team, defining and managing a range of strategy related projects covering Corporate Risk, Quality, Process Improvement, ICT/Technology, Cultural change and compliance activity.

Establish and manage Project teams to facilitate project implementation, determine priorities and ensure completion to the client's expectations.

The post holder will need to lead and accept accountability for their projects, making day to day decisions to ensure the success of their project and the wider strategic programme, escalating risks as appropriate.

Provide supportive management to Assistant Project Managers, Project Officers and other parties involved in each project.

### Main duties & responsibilities

1. To use effective, commercially-focused project management processes, across all projects to deliver the required outcome. To work effectively in a collaborative management environment, to demonstrate leadership within a project team and wider stakeholder structure, to deliver projects on time, on budget and to agreed quality standards.
2. To identify and liaise with key stakeholders on the development of projects through the relevant stages, ensuring that clarity of roles and responsibilities are determined, and that projects are progressed in line with affordability requirements and overall project timescales. Act as the main point of contact in relation to projects for both internal and external stakeholders.

3. To undertake all administrative duties and financial management related to the project. To prepare reports in the required timeframe necessary to obtain approval through governance processes as required. Ability to present project reports to stakeholder groups and public consultations as required, promoting clear and effective communication and ensuring high quality outcomes are delivered.
4. To coordinate, review and manage risks and salient issues. To ensure that all risks connected with the delivery of the project are identified alongside strategies and actions to mitigate these risks. Use of Risk and Opportunity Registers must be employed.
5. To undertake duties as required in line with the project outline. These duties may include preparation of feasibility, tender and contract documentation, bid submission to clients, management of contractors whilst on site and preparation of contract variation documents during the life of the project. Undertake post project reviews and analyse, benchmark and present the results.
6. To manage Change Control processes within the lifecycle of the project to ensure all actions are suitably recorded. Responsibility for managing effective performance review mechanisms to monitor progress and delivery of all projects, including relevant sanction policies. Complete all benchmarking requirements accurately and within required timescales.
7. To represent the company and its clients in negotiations as required to facilitate the completion of the project and to ensure all necessary documentation and records are completed in a timely manner. When necessary, lead any dispute resolution and escalation processes in the best interests of the company and its clients. To communicate in a confident, authoritative and assertive manner that is in line with established policies practices and priorities of the company and its clients and maintains and enhances its credibility.
8. On a project basis, be responsible for the application of all relevant internal strategies, policies and best practice; and be cognisant of the wider national initiatives and legislative requirements. Take responsibility for sharing and encouraging positive changes and best practice across the wider team.
9. To apply industry best practice in the management of projects and promote continuous improvement.

*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><b>QUALIFICATIONS</b></p>	<p>Essential: Meet one or more of the following criteria</p> <ul style="list-style-type: none"> <li>○ Educated to degree level in a related field.</li> <li>○ Relevant Project management or Process/Quality management qualification.</li> <li>○ Significant relevant experience of managing strategic projects.</li> </ul>
<p><b>EXPERIENCE</b></p>	<p>Essential</p> <ul style="list-style-type: none"> <li>○ Experience of working in a Project management environment in a managerial capacity commensurate with the post.</li> <li>○ Experience of producing and presenting Performance and other management level reports.</li> <li>○ Thorough and demonstrable understanding of risk and risk management principles.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>○ Experience of ISO9000, Lean and/or similar quality standards.</li> <li>○ Experience of working in a public sector environment.</li> <li>○ Commercial experience in supporting/delivering business development projects, including bid production.</li> </ul>
<p><b>SKILLS &amp; ABILITIES</b></p>	<ul style="list-style-type: none"> <li>○ Excellent communication skills, both oral and written.</li> <li>○ Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability.</li> <li>○ Ability to identify, quantify and respond appropriately to identified risks</li> <li>○ Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate.</li> <li>○ Demonstrate sound decision making by delivering positive yet sensitive outcomes, know when to escalate.</li> <li>○ Excellent organisational ability, demonstrating sound project and financial management. Be innovative and a motivator.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Able to use a range of Microsoft or similar packages including Word, Excel, Visio &amp; Project to advanced level.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>○ Substantial experience of directly managing contracts and projects within a wide range of disciplines, liaising where appropriate with staff at all levels in order to accomplish satisfactory results.</li> <li>○ Experience of managing a range of project types in a commercial environment.</li> </ul>
VALUES & BEHAVIOURS	<p><b>PROFESSIONAL</b> Employees are expected to maintain the highest professional and ethical standards.</p> <p><b>COMMERCIAL</b> Employees should provide optimum financial outcomes for our clients.</p> <p><b>COLLABORATIVE</b> Employees work with clients to achieve success.</p> <p><b>INNOVATIVE</b> Employees deliver smarter property solutions.</p>