

Job Title	Commissioning and Construction Team Manager ( <i>new post</i> )		Directorate	Place
Post Number	Replaces P125704 Client & commissioning manager Grade 11) and P125698 Design & Delivery Manager Grade 11)		Division	Regeneration & Enterprise
Grade	12	Salary	Section	Corporate Landlord Services

Reports To	Team Manager- FM & Construction
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### Purpose of the Job

To lead and manage a range of technical posts within the team that undertake construction commissioning, design, project management duties and delivery of construction projects. Including all personnel and performance management to ensure services are delivered to the highest standards, achieving service plan targets and meeting internal and external customers' needs.

To ensure that a CLS and Childrens Services SLA for the delivery of the schools' property functions is maintained, accurate and priorities therein are delivered.

To provide Childrens Services with technical assistance in bidding for capital and revenue funding, prioritising the expenditure of capital grants in a fair and transparent manner and commissioning work accordingly.

The ensure compilation and delivery of costed and viable building work programmes. Ensuring data is available, accurate and reviewed so that said programmes are planned and managed effectively.

### Specific Accountabilities

To lead and manage all members of their team, ensuring that collectively and individually, caseload is managed effectively. To undertake all staff appraisals, including progressing any disciplinary or capability issues. Coordinating staff training, development and recruitment activity across the team.

To manage all team related budgets, providing performance related reporting on a regular basis.

Contribute to the strategic planning of team projects, identifying interdependencies across projects/functions, potential impacts on the wider organisation, resource requirements, mitigating risk and building in contingency and adjustments as necessary.

To ensure the effective preparation of reports and decision sheets as necessary for relevant Committees, Boards and Elected Members.

To undertake consultation and negotiation with strategic external organisations such as other public bodies, joint venture partners, consultants, central and local government bodies, unions, inspectors and private sector companies.

Implement the recommendations and agreed actions following audit department reports and monitor the progress of any such implementation and taking action where appropriate to ensure improvement.

To be responsible for all aspects of schools' building related funding bids including preparation of documentation for bid submission, commissioning feasibilities and providing all other information as required.

To oversee the management of the Council's PFI (and other similar financially modelled) projects including addressing contract issues, variations, and attendance at meetings

To oversee the commissioning of projects including compiling business cases, liaising with and responding to Clients to required timelines.

To ensure school clients are provided with a range of governance and project related advice such as land and property issues, feasibility and project matters and ensuring compliance with all statutory regulations.

To ensure compliance with financial regulations in respect of the commissioning of projects ensuring appropriate authority is obtained where necessary. Where required, ensuring appropriate completion of Asset Decision Proforma (ADP) by the relevant Directorate.

Ensure that all information is subject to standard quality and checking procedures, maintaining and enhancing the relevant documentation to contribute to the knowledge management and sharing within the team.

Accurately forecast capital and revenue margins, bill rates and utilisation across projects to maximise efficiency. Where appropriate, negotiating with external parties to reach agreement on contractual and financial issues.

To prepare schedules of work, contract documentation, obtain quotations and manage work carried out by outside contractors in accordance with the Councils Financial Regulations and standing orders.

To be responsible for the provision of relative capital information in relation to various funding streams for effective capital monitoring in accordance with council procedures.

Provide appropriate support to the Project Sponsor e.g., in the servicing of Project Boards with agendas and other papers as agreed. This will include the provision of project progress reports, the presentation of information and the issue of plans and detailed information, explaining highly complex issues, to a wide range of internal and external stakeholders.

Liaising with customers to design, scope, analyse and interpret information for specific projects that

could be delivered by the service.

Determine the appropriate fee charge for a commission; ensuring accurate invoicing and monitoring receivables for all projects and reporting as required.

To advise clients (internal & external) on project feasibility ensuring compliance with CDM legislation and other such statutory regulations.

In addition to all the responsibilities listed above, the postholder must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.

### Key Accountabilities

- To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
- If appropriate, to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use

Special Conditions

This post is subject to CRB/ DBS checking process.

It is a council requirement to have cover for Business Use noted on car insurance policies along with a valid MOT certificate (For cars over 3 years old).

Car Allowance

Casual

Prepared By

(Section/Mgr)

Steve Cooper, Head of Corporate Landlord Services

Review Date

March 2024

