

## Person Specification

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

### Criteria (Essential)

### Assessment By

	Application	Interview	Test
	√	√	√
<u>Experience</u>			
Sound management experience in a property management or construction function in a large complex multidisciplinary organisation.	√	√	
Managing a diverse workforce including experience of managing all aspects of (direct and contract) employee performance, including but not limited to managing remote workers	√	√	
Comprehensive knowledge and understanding property management and construction including building standards and techniques to solve a variety of issues.	√	√	
Comprehensive knowledge and experience of procuring various construction and maintenance contracts using a variety of procurement methods in accordance with standing orders and procurement regulations.	√	√	
Comprehensive knowledge and understanding of various statutory legislation relating to property and construction management (e.g., CDM, asbestos, legionella, fire, etc.)	√	√	
Comprehensive knowledge and understanding of construction and property legal and contractual matters and in particular a detailed working knowledge of standard forms of building contract and a basic understanding of more unusual types of contracts, such as PFI.	√	√	
Experience and ability to investigate property and construction related complaints from a variety of clients including tenants, councillors, the general public etc., and prepare easy to understand feedback and reports which represent the views of the Council.	√	√	
Sound knowledge and experience of the issues related to a traded service.	√	√	
Managing a diverse team of property and construction related professionals including experience of managing contractor performance and conduct	√	√	
Sound knowledge and understanding of complex financial issues and multiple budget management	√	√	

Experience of monitoring programmes to deliver multiple new build and improvement schemes to an agreed timescale.
Experience of managing complex property projects

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<u>Qualifications / Training</u>
Appropriate demonstrable post qualification experience and/or full Corporate Membership of an appropriate professional body including maintaining appropriate CPD levels
Degree level or equivalent in a facilities/construction/maintenance management related field
Corporate or local government post qualification would be an advantage

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<u>Practical Skills</u>
Ability to communicate at all levels of the Council, including internal and external organisations.
Ability to challenge the status quo with alternative ideas and methods, seeking improvement through creative solutions to complex and varied problems
Ability to manage and deliver a number of projects concurrently
Ability to think strategically and commercially to plan, develop, participate in and manage innovative and complex projects with a flexible and logical approach
Ability to write clear reports, procedures and project programmes in a clear and unambiguous style that is able to be understood.
Ability to negotiate and resolve complex contractual matters across a range of high value, varied construction contracts
Ability to diffuse conflict and contentious situations to seek dealing with external contractors, internal customers and departments in an ambassadorial manner
Ability to understand and implement the recommendations of reports prepared by other departments and organisations, (i.e. Audit and H&S)
Computer literate, being competent at using general Microsoft products such as Word and Excel.
Evidence of effective leadership in managing, motivating, delivering a multi-disciplinary team.
Ability to successfully manage risk, developing strategies to identify, quantify, mitigate and manage risk
Successful management of performance standards, monitoring and review.
Proven financial, numerical, analytical and budget management and reporting skills.
Ability to work to deadlines.
Clear thinking and constructive ideas about performance improvement.
Evidence of strategic and innovative contributions in service delivery.

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<u>Personal Qualities and Attributes</u>
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A knowledge of Equality & Diversity issues	√	√	
To lead by example, giving clear instruction and motivating staff to achieve goals	√	√	
High level of independence and self motivated to work alone or as part of a team where required	√	√	
Ability to confidently interact with and influence senior officers, team members and other stakeholders	√	√	
Able to work under pressure, prioritise own workload.	√	√	
Good social and interpersonal skills	√	√	
Effective communicator	√	√	
Clear leadership skills	√	√	
Client orientated	√	√	
Must be able to make efficient and effective travel arrangements around the Borough	√	√	
Flexible and willing to work outside core office hours	√	√	

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Prepared By

Steve Cooper
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Date

03 04 2024
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