

# Job description

## Senior Project Manager

- Grade: PO5
- Reports to: Group Leader HRB or Planned Group leader
- Direct reports: Lead a project Team which would include a Clerk of Works, quantity surveyor, Project Liaison Officer, and external staff.
- Your team: Capital Programme Delivery
- Service area: Housing property Services
- Directorate: Homes and Neighborhood's

### Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

### Special requirements of the post

This post requires a DBS check at the appropriate level (Basic)

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This is a safety critical post and will be subject to the council's drug and alcohol policy

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This post is subject to the council's declaration of interest procedure

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This post is designated as politically restricted

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# Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

To deliver, from conception through to completion, large and complex building projects remaining on schedule and within budget.

The Senior Project Manager will be responsible for leading and coordinating a Project team of professional and technical staff.

The work will generally be undertaken by a contractor appointed under a bespoke NHF contract. However, work may occasionally be procured by means of traditional competitive tendering using JCT forms of contract.

The Senior Project Manager will operate as an ambassador for Islington Council when dealing with residents, contractors, and external agencies.

The Senior Project Manager shall be committed to work to Islington's core principles, key aims and Business Plan.

## Key responsibilities

- **Lead full project management** across multiple projects, ensuring delivery on time, within budget, and to the required quality.
- **Manage and coordinate a Planned project team** to deliver essential borough-wide fire safety works.
- **Conduct 1:1s and staff appraisals** to ensure team objectives and development goals are achieved.
- **Maintain and appropriately transfer building safety information** in line with Golden Thread requirements. Liaise with Compliance team to build up post completion information for TwinnedIT and NEC.
- **Support the compliance risk management programme** through close collaboration with the Health & Safety Compliance Lead.
- **Provide leadership, guidance, and direction** to the project team throughout project lifecycle.
- **Act as Lead Designer in pre-contract stages and Contract Administrator on-site**, leading risk management and value engineering activities.
- **Ensure provision of all required project information** including tender reports, leaseholder consultation data, progress reports, and property database entries.
- **Facilitate effective communication** across project teams, senior management, colleagues, and stakeholders, including preparing reports and attending meetings.
- **Oversee coordination with other planned works**, chair resident meetings, and uphold high standards of customer commitment.

- **Ensure high standards of design, contract management, and regulatory compliance**, including health & safety, energy efficiency, accessibility, and sustainability.
- **Monitor project performance**, examine feasibility and tenders, liaise with government bodies and consultants, manage fees and resources, and ensure adherence to procurement policies and building/contract law
- **NEC super user** - Ensure project delivery through NEC planned module, ensuring asset data is updated on the NEC Asset module
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

## Budget responsibilities

Responsible for a budget of up to £20 million under the Group Leader direction.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Recognized construction – related qualification to at least HNC or HND level with a demonstrable record of accomplishment as a project manager on large and moderately complex projects.	Essential
2	Member of recognized and relevant professional body or willingness to study for this attainment, RICS, MCIQB, ARB, RIBA	Essential
3	Experience in managing large complex refurbishment projects on residential properties.	Essential
4	Experience in leading and motivating a project Team. Strong commercial project management skills are needed	Essential
5	Extensive Report writing skills and Ability to draft technical report	Essential
6	Demonstrable experience and knowledge of building construction and design, maintenance, repair, and refurbishment in relation to public sector housing and / or other public buildings from inception to completion	Essential
7	Ability to effectively manage and lead on several projects at any one time	Essential
8	Ability to effectively communicate both verbally and in writing with other colleagues, technical and non-technical working parties, external clients and agencies, Councillors and committees, tenants, leaseholders, contractors, and consultants.	Essential

9	Thorough knowledge of building construction. Ability to write specifications, obtain planning approvals and project management the project staff.	Essential
10	Thorough knowledge of building legislation, building contracts and the Building Regulations	Essential
11	Ability to prepare project programmes, and manage projects, accordingly, coordinating and managing resources efficiently and appropriately	Essential
12	Ability to brief, direct and monitor consultants, chair meetings.	Essential

### Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.