

# ADVANCE NORTHUMBERLAND ROLE PROFILE

**ROLE TITLE: Senior Project Manager**

**EMPLOYER: Advance Northumberland Developments**

**RESPONSIBLE TO: Head of Project Management**

**RESPONSIBLE FOR: - Assisting Delivery of Large Projects and Delivery of Small/ Medium Size Projects**

**PLACE OF WORK: Wansbeck Workspace**

<p><b>Role Purpose</b></p>	<ul style="list-style-type: none"> <li>• Assist with the project management of multiple larger capital projects (e.g. £10m) and lead similar on small-medium capital projects (e.g. £5m) varying in value, scale, use and complexity from concept through to operational handover with a focus on the pre-construction phase (RIBA Workstage's 1-4).</li> <li>• Assist the Head of Project Management in the delivery of projects within complex stakeholder environments encompassing a range of sectors (retail, leisure, commercial, industrial, energy, ports and marine) including conversions, refurbishment and new build in the public and private sectors.</li> <li>• Assist the Head of PM in responding to investor enquiries and support opportunities to meet Advance's goals and objectives identified in the Corporate Strategy.</li> <li>• Assist the Head of PM in the cultivation of clients in both the public and private sector, through partnership working, consistent delivery and striving to achieve an excellence rating in customer satisfaction.</li> </ul>
<p><b>Dimensions</b></p>	<ul style="list-style-type: none"> <li>• Advance Development Group: Reporting directly to the Head of Project Management and to Senior Project Managers on a project by project basis.</li> <li>• Provide support through the Head of Project Management to the Investment Team to evaluate land and buildings, interpret site constraints and appraise development proposals.</li> <li>• Produce and collate information to be presented at Advance Performance Clinics regarding project progress, investor viability, whilst ensuring corporate targets are met through the delivery of projects on time and within budget.</li> <li>• Produce Project Status Reports for small and medium size projects and assist Head of Project Management for larger projects.</li> <li>• Maintain excellent working relationships with all internal and external stakeholders specifically inter-departmental staff, planning, highways, community groups etc. working closely with the Marketing and Communications team.</li> <li>• Mentoring project support staff through the sharing of knowledge and experience.</li> </ul>
<p><b>Principal Duties</b></p>	<p>Work alongside the Head of Project Management on the planning and implementation of projects, including advising on the definition of project scope, budget, programme, procurement, goals and deliverables to be clearly defined in a Project Delivery Plans.</p> <ul style="list-style-type: none"> <li>• Support the production and monitoring of Project Programmes, Project Execution Documents, Project Budget, Risk Registers and Project Cash flows for each project, ensuring the production of Project Delivery Plans as appropriate to the scale of the project and review periodically. Lead on small medium sized projects.</li> <li>• Assist the Head of Project Management on the definition on critical project tasks and resource requirements and help drive the project forward, achieving agreed deadlines and project goals while assembling and coordinating the project team. This will include proactively managing project budget reporting on monthly basis or as required.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Supporting the implementation and monitoring of risk assessment, risk mitigation, risk scanning and risk logging.</li> <li>• Assist the Head of Project Management on developing and implementing procurement and stakeholder strategies associated with all approvals and consents relative to the project and drive the engagement process in accordance with Advance procurement and financial regulations and company standards.</li> <li>• Assist the Head of Project Management on assembling and coordinating project surveys and investigations as deemed necessary.</li> <li>• Collation and management of project data into Project Status Reports for the business.</li> <li>• Implement where possible Advance’s added value campaign for local employment, local economy, education and wellbeing.</li> <li>• Ensure Advance’s Health and Safety and Quality Assurance procedures are met and delivered to the highest standard.</li> <li>• Instil and adhere to a strict Change Control process through managing project changes and interventions to achieve project outputs.</li> <li>• Assist the Head of Project Management on producing project evaluations and assessment of results.</li> <li>• Help to optimise Advance’s profile of delivery to customers through wider practice association.</li> <li>• Progress projects through statutory approvals such as Planning and Building Regulations</li> <li>• Procurement of consultants, surveys and contractors – in accordance with public regulations, including OJEU</li> <li>• able to develop their skills to support and when ready lead on the projects with autonomy to make key scheme decisions and lead on strategies for a wide range of projects.</li> <li>• Manage and coordinate external multi-disciplined teams.</li> <li>• expected to be able to articulate and present strategies, project risks, programme and exit strategies to the Head of PM and Director for discussion and so a strategy for individual projects can be agreed.</li> <li>• Working closely with external solicitors and the internal team to exchange and complete in a timely manner, assist or lead responsibility for the management of various legal documentation required to take forward a project e.g. consultant appointments, building contracts and section agreements.</li> </ul>
<p style="text-align: center;"><b>Key Competencies</b></p>	<ul style="list-style-type: none"> <li>• Highly motivated and willing to succeed.</li> <li>• Experience of managing small and medium size projects from inception to completion including the management of design teams, the design process, planning process, construction process on small and medium size projects.</li> <li>• Experience in leading multi discipline teams and reading drawings and specifications.</li> <li>• Experience and understanding of Cost Reports, and the application with business case evaluations and appraisals.</li> <li>• Experience in delivery of multi sector projects.</li> <li>• Incisive, critical thinking and problem solving skills.</li> <li>• Excellent planning and organisation skills.</li> <li>• Solid decision-making based on evidence and common sense approach.</li> <li>• Excellent communication skills at all levels.</li> <li>• Ability to exert positive influence by example and develop leadership skills.</li> <li>• Versatility and able to react quickly when called upon.</li> <li>• A team worker and able to fit into a small team working in a spirit of openness and support of each other.</li> <li>• Good negotiation skills both internally and externally.</li> <li>• Ability to work under own initiative, within a team and to deliver within stringent timescales.</li> <li>• High standard of literacy and numeracy.</li> <li>• Experience of various software packages including but not limited to Microsoft Office, Microsoft Project and as required.</li> </ul>

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<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Degree Qualified but not essential, moving towards Chartered Professional status within 3 years.</li> <li>• Qualification in project management or equivalent experience.</li> <li>• Experience of public and private sector delivery, minimum of 5 years.</li> <li>• Construction experience as well as design including strong design and build experience</li> <li>• Experience of the formation and administration of JCT / NEC or similar forms of contracts.</li> <li>• Experience of public sector procurement.</li> <li>• Practical experience of project delivery management and contingency planning and implementation.</li> <li>• Demonstrable experience of project management techniques and software (e.g. Prince2, MSP, Power project, excel or similar).</li> <li>• Strategic planning, cost reporting, cost reporting, risk assessment mitigation and management.</li> <li>• experience in project management software, web base collaboration software,</li> <li>• CAD and BIM literate if possible,</li> </ul>

The information contained within the role profile provides a summary of the principle duties and responsibilities associated with the post. The role profile may change to meet operational demand and business needs, and any material change will be subject to discussion and consultation.

All role profiles, and the associated duties, are bound by the Advance Northumberland People and Corporate Policies.