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| **Project Manager****SALARY GRADE: HBC 9** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes
* Essential Monthly Car User Allowance\*

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| The postholder will provide comprehensive project management services across a diverse portfolio of schemes, directly contributing to the strategic aims and objectives of the Council, with a particular focus on supporting the priorities of the Economy, Enterprise & Property department. The role is responsible for ensuring the successful delivery of high-quality, fit-for-purpose projects that meet the needs of service users and the wider public, are completed on time and within budget, and comply with all relevant statutory requirements. It also ensures best value in the procurement of goods and services related to project delivery, and all activities must align with the Council’s strategic goals on climate change and carbon reduction.More specific responsibilities include:* Evaluate customer needs, prepare client briefs, and conduct feasibility studies for capital and major works programmes.
* Prepare contract documents with the Procurement Centre of Excellence; evaluate tender returns and make recommendations to the Divisional Manager.
* Commission and manage external consultants, including preparing commission documents and overseeing performance.
* Provide cost and procurement advice to departmental staff and other Council officers on construction-related matters.
* Contribute to the Council’s Asset Management Plan, divisional plans, and performance monitoring.
* Authorise payment of certificates and invoices, ensuring compliance with Council Standing Orders and financial regulations.
* Ensure all project-related data is accurately recorded in the P2 property database and coordinate updates with relevant officers.
* Manage projects from inception to financial completion, ensuring delivery on time and within budget, whether in-house or via external consultants.
* Undertake any other duties and responsibilities as may be assigned from time to time by the Divisional Manager Operations which are commensurate with the grade of the job.
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| About You |
| It is essential that you must be a corporate member of the RICS or an equivalent relevant professional body and hold a relevant degree level or equivalent qualification.In addition you will have:* A reasonable level of experience in project management within the construction sector, preferably client side.
* Experience of financial and budget management with regards to construction projects.
* Knowledge of all aspects of project management and the construction process.
* Excellent interpersonal and communication skills.
* Ability to focus on strategic aims and objectives of the department whilst also monitoring quality of performance.
* General IT skills and be familiar with property management systems.

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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