



Strategic Project Manager

Salary: Band 14 - £70,450 - £77,401 p.a.

Hours: Full Time - 37 hours per week

Contract: Permanent

Location: Civic Offices, Guildhall Square, Portsmouth

About the Property & Investment Team

Property & Investment is responsible for both the existing and future built assets owned by the authority and its land. It oversees the development and construction of major regeneration projects and development in the Portsmouth area. This includes the regeneration of the City Centre, Tipner and the establishment of a pipeline of new development projects that will support the delivery of the Council's priorities for economic growth, particularly in relation to housing delivery, infrastructure, commercial space and other forms of development. Property & Investment is also responsible for housing delivery for bodies such as arm's length development companies, residential developers, joint ventures and other authorities. This is an exciting time to join the Economy, Transport & Planning (ETP) Directorate.

What is the role?

Portsmouth City Council wants to continue to be a great waterfront city and in order to do this it is seeking a high-quality Strategic Project Manager to help deliver the pipeline of projects including land assembly and development opportunities.

The post holder will be RICS qualified or have equivalent and demonstrable experience of construction and development. Understanding and experience of regeneration involving cultural and/or heritage assets, projects and/or services is extremely desirable. The post holder will be required to work closely with all stakeholders – internal and external - to ensure that the highest standard of project delivery is achieved, on time and within budget. Daily duties will range from negotiations on professional and construction contracts, through project viability and leading consultation with local communities to negotiating with relevant officers, agencies and organisations on issues of funding and policy approval; and will include regular procurement, legal and other agreements.

The duties will run through the full development programme from site identification through viability, business plan preparation, planning and into project delivery.

This will require considerable collaboration to identify requirements for the built assets both in terms of what is needed by specific directorates and for the communities. Regeneration Projects have many stakeholders, including the public and local communities, local businesses, elected Members and internal and external stakeholders. The role will need to understand the pipeline and concept designs for these sites considering place making on behalf of the Economy, Transport & Planning (ETP) Directorate, working directly for the Head of Development and closely with the Assistant Director of Property & Investment.

Main responsibilities of this post include:

1. Management of complex development projects and the various workstreams that sit under it.
2. Be accountable for the efficient coordination, control and reporting of a complex range of project management activities through the establishment of cohesive and high functioning integrated project teams.
3. Be responsible for the commercial and contractual management of the consultants and contractors procured and lead on all future procurement activities.
4. Working closely with relevant technical teams to develop, maintain and deliver the project to the outlined specifications ensuring the ongoing momentum of the project is delivered to a high standard
5. Provide leadership to and understanding of the needs with all relevant internal departments, contractors and stakeholders and to effectively liaise with all parties.
6. Support the development of business cases.
7. Work closely with the Funding Manager to secure funding for future phases.
8. Maintaining all project documentation, including business plans, risk logs, project plans and reports and monitoring progress against identified aims and objectives
9. Producing regular reports and/or presentations on project development for a wide variety of audiences, including government departments, senior managers, elected members and the public
10. Reporting progress to the relevant hierarchy, e.g. Project Board, on a regular basis, briefing and advising members of the Project Board, elected Members and officers on matters relating to project delivery
11. Working to the Project Management standards, risk-management and quality assurance processes set out as part of Portsmouth City Council's *Project Management Framework*
12. Directing and leading staff to complete specific work projects within Regeneration and providing guidance and development opportunities to staff, as appropriate
13. Maintaining confidentiality, where appropriate
14. Maintaining a clear awareness of the local authority's duties under equal opportunities legislation, as set out in Portsmouth City Council policies
15. Demonstrating an ability to prioritise and manage customer-led focus, quality standards and cost-effective delivery
16. Contribute to Best Value by working in an effective, efficient and economical way and to suggest and implement improved ways of working wherever possible

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Who is the person?

In order to be considered for the role, the post holder will ideally possess:

- Substantial relevant experience and qualifications relating to construction and development - RICS qualified or have equivalent and demonstrable experience.
- Substantial relevant experience and qualifications relating to Project Management - PRINCE2 or equivalent.
- Demonstrable ability to manage contracts and the delivery of complex schemes, incorporating partnership working, timeliness and financial control
- Experience of managing budgets effectively, ensuring value for money with constrained resources.
- Demonstrable experience of working in partnership with stakeholders, contractors and agencies within a complex project environment
- Demonstrable experience in preparing reports and correspondence for a wide and various audience, including the ability to research, analyse and incorporate findings
- Awareness of relevant legislation and regulatory framework for environmental issues is desirable.
- Experience of managing organisational change and working in such a changing environment
- Demonstrable experience of using Microsoft Office applications, ideally Microsoft Project
- Possession of the highest interpersonal/communication skills, including the ability to deal with staff at all levels, with Councillors and with the general public
- Proven experience of working within strict budgetary controls, including financial analysis and interpretation
- Ability to think strategically and to be solutions orientated
- Strong analytical and problem-solving skills, the ability to prioritise a busy and challenging workload, time-manage, and work on own initiative
- Demonstrable experience of project managing and delivering relevant major infrastructure schemes
- Able to manage self, work under pressure and to deadlines whilst maintaining a positive attitude

You will be:

- Able to respond in a professional manner to demanding customers.
- A leading contributor to team success
- Able to lead the project team to achieve required results
- An excellent negotiator and communicator, with high level communication skills and the ability to build strong, positive working relationships
- Able to manage differing priorities, overcome obstacles and resolve conflicts while maintaining a clear focus on results within constraints of time, quality and budget
- Responsible and accountable for the delivery of project outcomes
- Able to motivate and influence the team and others
- Committed to high-quality customer service at the highest possible level
- Committed to continuous learning and professional development of self and team
- Committed to the ethos of public service and serving local communities
- Innovative, creative and confident in pitching new ideas
- A proven, high-quality facilitator and deliverer for programme or project boards



Additional information

A full UK driving licence is desirable, as the role requires regular travel to sites across the city and surrounding areas.

If you have any questions, or would like an informal discussion about the role, please contact Kevin Hudson at kevin.hudson@portsmouthcc.gov.uk

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it