

# Post Specification

## Post Specification - Key Information

- **Post Title: Project Lead – Capital Programmes**
- **Date: January 2025**
- **Post Group Number: 6277**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS15**
- **Final Grade: 15**

To be read in conjunction with the job family role profile.

## Service Area Description

The Capital Programme team is responsible for the delivery of Westmorland and Furness Council's approx. £80m p.a. capital programme and supports the delivery of significant elements of the Westmorland and Furness Plan. Delivering building, civil engineering and highways infrastructure programmes and projects on behalf of a broad range of internal and external customers through a diverse range of projects and programmes including differing asset types and significant variations in scale.

## Purpose of this Post

- Lead the development and delivery of important projects including within the Capital Programme & Property Team.
- Manage high performing project teams across any or all stages of project life-cycle.
- Undertake the procurement and management of significant contracts or multiple smaller contracts at any or all project life-cycle stages from initial feasibility to completion and handover.
- Actively develop and mentor team members.
- Manage the activities of both internal colleagues and external suppliers as required to ensure project delivery.

## Key Job Specific Accountabilities

- Pro-actively manage project delivery to high quality standards on time and within agreed budgets. Adopting an open and balanced approach to active risk management and escalation.
- Ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.
- Ensure all projects are delivered in line with Westmorland and Furness programme management requirements and industry best practice.

- Actively participate in the continuous improvement and development of increased efficiency by pro-actively sharing project management expertise and promoting a culture of high quality project delivery.
- Undertake and manage engagement activities across a wide diversity of internal and external stakeholders including residents, elected members, council officers, partner agencies, local businesses and central government.

### Key Facts and Figures of the Post

- **Budget Responsibilities:**
  - Projects and programmes with a value of £10m or over per annum.
- **Staff Management Responsibilities:**
  - Lead project teams through matrix management arrangements.
  - Manage medium size and complexity teams of external staff working under contract to Westmorland and Furness Council.
- **Other: (Any other relevant facts and figures)**
  - Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is essential.
  - The post-holder must be equally confident at all project stages from inception to completion or be committed to their own development to enable this confidence to be built.

### Essential Criteria

- **Qualifications:**
  - Relevant degree or equivalent in related professional discipline, or equivalent relevant demonstrable experience.
- **Knowledge:**
  - Knowledge of EU procurement rules and local authority procurement more generally.
  - Developed project, programming and risk management skills including familiarity with either APM (BOK) or Prince 2 methodology.
- **Experience:**
  - A strong track record in the delivery of capital projects.
  - Experience of managing public facing projects and programmes subject to interest by local communities and the media.
  - Experience in managing medium value contracts including contracts for one or more of the following design services, technical services or capital works.
  - Demonstrable experience of working with a range of external and internal stakeholders including external funding bodies.
  - Experience of working in a commercial environment and commitment to the delivery of value for money public services.
- **Expertise:**
  - Awareness of and commitment to the requirements of the construction design management regulations.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check

### Job Working Circumstances

- **Emotional Demands:** Minimum exposure
- **Physical Demands:** Normal effort required
- **Working Conditions:** No additional demands
- **Other Factors:** No additional factors

## Other Factors:

- Westmorland and Furness Council is undertaking a step change in its modernisation and efficiency programme. The capital programme team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumbria and also in the delivery of corporate assets critical to modernised working.