



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Project Leader		
PAYBAND:	B1 PTO (H1)		
PAY RANGE	£52,718 including Market Sector Allowance		
TEAM:	Strategic Estates		
SECTION:	Parliamentary Directorate of Estates		
REPORTS TO:	Assistant Director		
NUMBER OF POSTS:	1	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Permanent		
ISSUE DATE			
07/11/2018			
CLOSING DATE FOR APPLICATIONS			
26/04/19 23:55			

BACKGROUND AND CONTEXT OF THE ROLE

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce (currently circa 2,500 in the House of Commons alone) one that takes great pride in supporting the democratic process. Every single individual and team proactively adding value, working collaboratively and committed to securing Parliament's future in a fast-changing digital world.

The Strategic Estates (SE) team in Parliament takes great pride in looking after and improving the buildings of Parliament itself, as custodians of the Estate. While we are part of the House of Commons service, we provide services to the House of Lords as well. We operate on a working World Heritage site which attracts visitors from all over the globe, in a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

The Project Delivery Team is responsible for leading and delivering a wide variety of capital investment refurbishment, conservation and construction related projects to meet the needs of both Houses of the UK Parliament.

JOB SUMMARY AND OBJECTIVES

Project Leaders act as the client representative and perform the “informed client” role on behalf of the Project Owner or Project Board, as appropriate, to pro-actively lead on the delivery of estate wide property, building refurbishment and conservation projects. The role will involve leading and delivering a diverse and exciting range of projects and/or giving project support on larger projects as part of a larger project team. The successful candidates will be required to meet the needs of internal departments in the two Houses and to report to all interested parties, including project boards, Clients and stakeholders.

As well as running their own projects, Project Leaders support the project team in the development of programmes of work that manage the requirements of different clients within both Houses.

The key internal relationships will include: other project teams within SE, teams within SE such as the Design Authority, business support and P3O office, senior users including Members of Parliament, Members of the House of Lords and Member committees, Procurement, finance and stakeholders/staff across both Houses.

Key external relationships will include consultants, suppliers, contractors, statutory authorities, utility providers and statutory regulators.

KEY ACCOUNTABILITIES

Business case development and scoping

- Ensure that the project outcomes and requirements are adequately defined and that the needs of the users and all other stakeholders are fully understood and accounted for.
- Establish and communicate the overall budget, qualitative/quantitative KPIs and timescales for projects.
- Oversee the development of comprehensive business cases to the required standards and in accordance with House governance procedures to obtain funding for the project.

Contract management

- Oversee the briefing, appointment and management of external consultant teams to enable successful project delivery.
- Ensure projects are procured in accordance with House guidelines and procedures.
- Ensure that the project complies with and is managed in accordance with all statutory and external requirements and internal procedures.
- Consider commercial impact and management issues to deliver projects on time and to approved costs, escalating performance issues as necessary.
- Manage and control change requests and ensure full audit visibility.
- Ensure that adequate resources are applied to the supervision and quality of the works.

Client facing role

- Provide management of capital projects across the parliamentary estate, identifying and managing dependencies by working collaboratively with other teams.
- Oversee or assist the development of comprehensive business cases to the required standards and in accordance with House governance procedures to obtain funding for the agreed scope of the project.
- Ensure that appropriate stakeholder engagement is identified, planned, executed and documented.
- At all stages ensure that the design is reviewed and approved by the technical Principals such as the Design Authority or the appropriate Department (eg Security or Parliamentary Digital Service).
- Ensure that comprehensive reports are provided to the Senior Responsible Officer (SRO), the internal client and/or Project Board as appropriate, particularly highlighting key issues and risks.
- At handover, ensure that the completed works and documentation are in accordance with the approved design and specifications and meets with the Principals’ approval and CP5 requirements.

APPLICANT ROLE REQUIREMENTS			
Essential qualifications, knowledge, skills, experience and behaviours <ul style="list-style-type: none"> An accredited qualification to a minimum of level 4 in a related technical subject (such as construction, engineering or architecture) or equivalent work experience or project management. On commencement of employment candidates with a level 4 or 5 qualification will be expected to have obtained full RICS, CIOB, CIBSE or similar chartership within three years of commencing employment. Knowledge of project management, leadership or commercial delivery in construction or maintenance. Desirable Experience and Qualifications <ul style="list-style-type: none"> Chartered status and/or an accredited degree (or other level 6 qualification) in a technical related subject such as construction, engineering or architecture for example. Where not Chartered candidates with an accredited degree will be expected to obtain full Chartered status of RICS, CIOB, CIBSE or similar within three years of commencing their employment. Commitment to achieving chartered status within an agreed timeframe PRINCE2 Practitioner APM Project Fundamentals <p><i>In both instances full training, development and funding will be made available to achieve Chartered status.</i></p>			
REQUIRED SKILLS AND EXPERIENCE	CV	TEST/ EXERCISE	INTERVIEW
<p>Criteria 1 – Scoping and Scheduling/programming</p> <p>Understanding and analysing client requirements, interpreting their brief and producing a plan or scope which meets the brief. Testing their understanding of the client's requirements, sharing the brief they have produced with the client and gaining their approval.</p> <p>Provide demonstrable experience of reasoned advice on the scheduling control of projects. Demonstrate a good understanding of planning techniques (critical path analysis) and working knowledge of using Microsoft Project.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Criteria 2 – Commercial Knowledge</p> <p>Provide demonstrable evidence of setting, monitoring, reporting and advising on project cash flows and key KPIs; evaluate and advise on the financial implications and appropriate management action. Demonstrates good project organisation, implementing recognised techniques for running a project and getting the best out of contractors, and displaying awareness and knowledge of factors that influence the choice of procurement route and selection of appropriate contracts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Criteria 3 – Business Case -</p> <p>Demonstrable experience and knowledge of how to draft clear, succinct and robust business case or similar documents for estates and building-related projects. Producing clear rationale for a project, identifying its value and developing or over-seeing the planning and delivery of the documented analysis and evidence required to support a robust case including the commercial aspects, providing financial summaries and robust audit trails.</p> <p>Knowledge of the public sector HMT five-case model for business cases is desirable but not essential.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Criteria 4- Project Performance & Controls Experience of building project plans and applying appropriate project principles to deliver stated objectives. This should include Identifying and setting appropriate project controls including tracking and reporting actual delivery against milestones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 5 – Technical Knowledge Post-qualification experience of: Managing aspects of construction, refurbishment or property related projects, development of briefs from inception through to project delivery, including project procurement, working with contractors in a construction environment and organisation of project delivery effectively on time, budget and to agreed quality standards. An awareness of Change Management, Contract Management and Procurement is essential. Practical knowledge of H&S legislation particularly CDM 2015.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 6 – Customer Focused Service The ability to takes ownership and responsibility for customer needs and seeks to exceed customer expectations. Is able to take responsibility to find answers/solutions to customer queries or problems and can balances the needs of the customer with the needs of the organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 7 – Risk and Issue Management Provide demonstrable experience of overseeing risk and managing issues. Ensures mitigations are in place and resolved through negotiated agreement. Knowledge of risk management, and risk registers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria 8 - Working with People Experience of building good relationships and can remove barriers to effective working relationships. Can consult others effectively including handling differences constructively and has a proactive approach to communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL INFORMATION REGARDING THE POST

Location

This post will be located on the Parliamentary Estate, Westminster, London

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager. Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011. Other useful websites include: www.parliament.uk,

Application and selection process

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency based interview.

