



# JOB DESCRIPTION

*Supporting a thriving parliamentary democracy*

<b>CAMPAIGN TYPE:</b>	Concurrent		
<b>JOB TITLE:</b>	NEP Project Manager		
<b>PAYBAND:</b>	B1 PTO (H1)		
<b>PAY RANGE:</b>	£40,905 - £50,091		
<b>TEAM:</b>	Strategic Estates		
<b>SECTION:</b>	Northern Estate Programme		
<b>REPORTS TO:</b>	NEP RH Senior Project Leader		
<b>NUMBER OF POSTS:</b>	3	<b>Hours (p/w):</b>	Full Time 36
<b>CONTRACT TYPE/DURATION:</b>	<b>Fixed Term for 18 months</b> , with the possibility of extension or permanency		
<b>ISSUE DATE</b>			
11/10/2018			
<b>CLOSING DATE FOR APPLICATIONS</b>			
28/01/2019 at 12:00pm			

<b>BACKGROUND AND CONTEXT OF THE ROLE</b>
<p>Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).</p> <p>The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons Service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.</p> <p>The Northern Estate Programme manages the comprehensive refurbishment of a significant number of historic buildings on the Parliamentary Estate. The Northern Estate consists of listed buildings north of Bridge Street and the spaces between them which are currently occupied by over 1,000 people, including MPs, their staff and administration staff. Some buildings have not been refurbished for many years and are in varying states of                    disrepair. The Programme is concerned specifically with: Richmond House, Norman Shaw North (Grade I); 1 Derby Gate (Grade II*); Norman Shaw South and 1 Parliament Street (both Grade II), Installation of an Energy Centre and interconnecting infrastructure.</p> <p>The Programme has a high public profile and significant interdependencies with other major Programmes on the Parliamentary Estate. It carries substantial risks that will require robust management and has a growing commercial impact as it proceeds through the RIBA design phases (currently at Stage 2) and towards construction. The Programme is fast-moving and will deliver building refurbishments to Level 2 BIM using NEC3 contracts.</p>

## **JOB SUMMARY AND OBJECTIVES**

The Northern Estate Project forms an integral part of the NEP. The NEP Project Manager will report to the Senior Project Leader (SPL) and assist with the delivery of the project from current design stage through to the final hand over of the buildings.

The post-holder is expected to foster a culture of one team approach in achieving business and project delivery excellence, high customer service and professional standards, compliance with statutory, regulatory and legislative compliance, as well as providing best practice support and guidance.

## **KEY ACCOUNTABILITIES**

- As directed by the SPL, review and oversee the logistics, construction and enabling works proposals. Oversee the timely notification, liaison and shutdown of all services connections into the wider Parliamentary Estate where required.
- Work with the consultant advisory services team (CAS) and main contractor to oversee the design, cost and schedule of the construction works to the Northern Estate buildings. Assist in the KPI performance management of the CAS team.
- Maintain regular internal stakeholder and associated external (by agreement) stakeholder engagement and liaison through relationship managers. Maintain a communication link with the Richmond House, Canon Row, EWEIR and R&R Project leaders.
- Through the consultant project manager oversee the timely application and discharge of any appropriate pre-commencement Planning and Listed Building Consent conditions.
- In liaison with the consultant Project Manager, report on project progress and any associated design, site or CDM issues. Working with the consultant Project Manager, report on any lessons learnt from the enabling / early works phase.
- Review and manage costs reported by the consultant team including purchasing/procurement actions as required.
- Report against programme costs and deliverables on the Parliamentary Estates reporting system. Oversee the production and review of monthly dashboard highlight report.
- Work with the Commercial manager in the development of Change Order Requests for approval by the SPL.
- Acting in client capacity in respect of contract compensation events impacts and authorisations under the NEC form of contract.
- Lead on the project completion and handover process.

## **KEY RESPONSIBILITIES**

To perform as the intelligent client and customer representative in leading and delivering complex accommodation and construction projects in conjunction with the wider Strategic Estates teams. To meet the needs of user departments in the House of Commons and report to all interested parties, Programme Boards, clients and users of the progress of projects and the programme including financial and procedural impact.

- Act pro-actively as NEP Project Manager demonstrating best practice. Assist the SPL by being the point of contact on the project team for all internal and external stakeholders. To act as the first level of escalation in the event of any difficulties arising in a project managed by the SPL.
- Work with the SPL to contribute to a comprehensive business case to the required standards and in accordance with House governance procedures to obtain funding for the agreed scope of projects, where

required to do so.

- Assist the SPL in ensuring that the project requirements and outcomes are adequately defined, and the needs of the users and all other stakeholders are fully understood and accounted for.
- Liaise and communicate with all stakeholders throughout the life of the project. Communicate and manage timescales, and ensure regular reporting on time, cost and quality, using the Estate Project Management Systems (EPMS).
- Work closely with colleagues in Accommodation and Logistics Services (House of Commons) to ensure commonality of accommodation and building service standards across the estate.
- Work with the SPL to ensure that projects remain within the agreed scope and approved funding. To produce a revised business case for further approval if the project scope changes and/or costs change significantly.
- Work with SPL to ensure any additional projects are procured in accordance with House guidelines and procedures. Ensure that adequate resources are applied to the supervision and quality control of works.
- As directed by the SPL manage all necessary external consultants to enable project delivery.
- At all stages ensure that the design is reviewed and approved by the Strategic Estates' Principals, Maintenance and other internal stakeholders.
- Ensure that the project complies with and is managed in accordance with all statutory and external requirements and internal procedures.
- Assist the SPL to ensure that comprehensive reports are provided to the Programme Director and/or the Programme Board as appropriate, highlighting key issues and risks. Provide recommendations and act on their direction as appropriate.
- Anticipate possible variations in demand or circumstance, and work with the SPL to encourage stakeholders to consider such variations and make appropriate plans.
- To take an active part in developing strategies, standards and guidelines and to provide advice to internal and external stakeholders, designers and consultants.
- At handover, ensure that the completed works and documentation are in accordance with the approved design and specifications and meets with the Principals' approval.

#### **QUALIFICATIONS AND EXPERIENCE**

##### **Essential qualifications and knowledge**

- An accredited qualification to a minimum of level 4 in a related technical subject (such as construction, engineering or architecture) 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 qualification and experience**

- 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.
- Experience of contract administration of multi-million-pound technical professional services contracts using various forms of contract in particular NEC3.

*In both instances full training, development and funding will be made available to achieve Chartered status.*

REQUIRED SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>Criterion 1 – Functional Knowledge and Skills I</b> Experience of using structured project management techniques for planning and controlling construction projects and programmes. Development of briefs from statement of need, through to project delivery, project procurement process and the use of standard contract forms.	X		X
<b>Criterion 2 – Functional Knowledge and Skills II</b> Experience of: a) Performing the intelligent client role for internal customers b) Management of external consultants and contractors in a construction environment and organisation of project delivery effectively on time, budget and to agreed quality standards. c) Managing complex construction projects	X		X
<b>Criterion 3– Providing a Customer Focused Service</b> Experience in receiving outline task, developing own brief and solutions, managing complex engineering biased designs through to completion to predetermined deadlines and budgets to client satisfaction.	X		X
<b>Criterion 4 – Working with People</b> Experience of working confidently and effectively at management level, leading technical professionals and collaborating with colleagues, key customers and stakeholders. Builds effective relationships and positively promotes an inclusive and collaborative approach to working.	X		X
<b>Criterion 5 – Communicating</b> Explains complex issues so they are easy to understand and follow. Good oral and written communication skills.	X		X
<b>Criterion 6 – Planning and Organising</b> Plans and organises complex implementation of multiple project. Ability to prioritise and deliver project tasks to time and costs, taking into account related risks and mitigating them. Ability to work clearly and accurately under pressure and tight timescales.	X		X
<b>Criterion 7 – Influencing and Persuading</b> Uses a range of persuasive techniques and behaviours to influence others' implementation and adherence to policies and procedures. Anticipates challenges and objections and handles them effectively acknowledging the issues and providing clear plans for mitigating these issues whilst maintaining best practice.	X		X
<b>Desirable</b> <ul style="list-style-type: none"> <li>- Skills in practical IT (Project Programming, CAFM, PowerPoint, etc.)</li> <li>- Managing NEC3 contracts</li> </ul>	X		X

## 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 three 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.

### 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.

**For further information**, candidates should refer to these websites – House of Commons careers at [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) and the UK Parliament at [www.parliament.uk](http://www.parliament.uk).

You can contact the Recruitment team at [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or by telephone on 020 7219

