

## Job Description

<b>1. Job Title</b>	<b>Project Manager</b>
Department	Harrogate Convention Centre
Service	Operations
Team	Building Services
Date prepared/Revised by	28/03/2022
Post accountable to	Building Services Manager
Post directly responsible for employees (number of workers)	Direct Supervision: 0 Indirect Supervision: up to six on a project basis
<b>2. Main purpose</b>	
<p>The will be responsible for the planning, execution, health &amp; safety and delivery of a variety of maintenance and building services projects within Harrogate Convention Centre, contributing to its continued success and improvement.</p> <p>They will also deputise for the Building Services Manager and undertake the management of tradesmen, apprentices, labourers and contractors as required.</p>	
<b>3. Key Contacts</b>	
<p><b>Internal:</b> Directorate Management Team, Property Services and Strategic Property colleagues, Legal &amp; Procurement</p> <p><b>External:</b> Contractors, Consultants, Suppliers, Clients, Customers</p>	
<b>4. Main Accountabilities</b>	
<ol style="list-style-type: none"> <li>1. Contribute and lead delivery of key maintenance and development projects</li> <li>2. Define, refine and communicate objectives and achievement of improvements to stakeholders</li> <li>3. Provide project management to a range of projects, day to day support to the Building Services Manager to ensure delivery of the maintenance and development project programme</li> <li>4. Review the day to day progress and performance of projects within the programme and manage associated key risks.</li> </ol>	
<b>5. Standard Accountability Statements</b>	
<p><b>Health and Safety</b> You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p><b>Equality and Diversity:</b> The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p><b>Learning and Personal Development:</b> The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p><b>Data Security:</b> Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p> <p><b>Safeguarding Policy and Procedures</b> The post holder will adhere to all the Council's Safeguarding Policy and Procedures</p>	

<b>6. Job activities</b> <i>(for each accountability there should be no more than 4 or 5 activities)</i>	
<b>Main duties and responsibilities relating to accountabilities identified above</b>	
<b>1.0</b>	<b>Contribute and lead delivery of key maintenance and development projects</b>
1.1	Planning, co-ordinating and managing projects using prescribed project management techniques
1.2	Monitoring delivery against the project plan ensuring that outcomes and benefits are achieved whilst issues, risks and interdependencies are managed
<b>2.0</b>	<b>Define, refine and communicate objectives and achievement of improvements to stakeholders</b>
2.1	To assist the Building Services Manager in reporting progress to the Departmental Management Board ensuring project initiation documentation is agreed and appropriately monitored
2.3	Undertaking stakeholder management for the projects and undertaking/supporting others in stakeholder engagement
<b>3.0</b>	<b>Provide project management to a range of projects, day to day support to the Building Services Manager to ensure delivery of the maintenance and development project programme</b>
3.1	To maintain coordinating links with managers and the wider HCC and HBC property management teams
3.2	Investigating, sharing and transferring best practice to improve business within the service and contribute to improvement work to meet objectives of the maintenance and development project plan
<b>4</b>	<b>Review the day to day progress and performance of projects within the programme and manage associated key risks</b>
4.1	Critically analyse services and processes to identify efficiencies and commercial opportunities