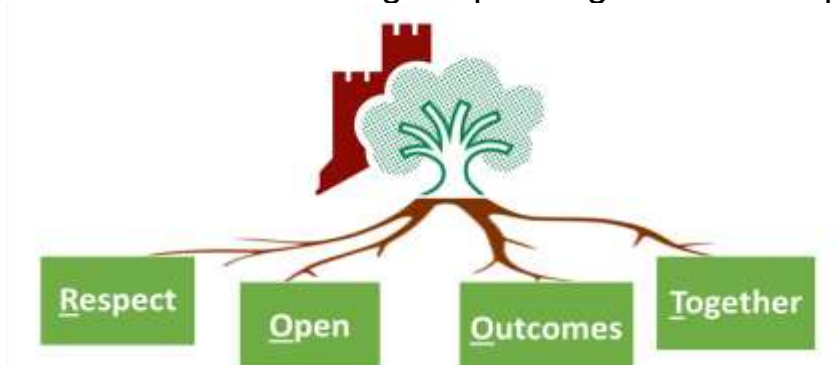


JOB DESCRIPTION



DIRECTORATE	Deputy Chief Executive Officer (DCEO)
SERVICE	Corporate Development Team (CDT)
POST NUMBER	100488
POST TITLE	Development Project Officer
POST GRADE	Local Salary Scale LSO
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Development Project Manager (Delivery)
RESPONSIBLE FOR	n/a
JOB PURPOSE	To ensure effective management of projects within the development, construction and property sector. To lead and be responsible for delivery of one or more projects in line with approved Project Brief, Business Plan and Budget as assigned by the Development Projects Manager (Delivery) and Development Strategic Lead.

RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

MAIN AREAS OF WORK	
1	Have overall responsibility for successful delivery and proper management of one or more projects in accordance with the approved Project Brief, Business Plan and budget. Responsible for all aspects of progress, coordination and delivery.
2	At each RIBA Gateway, to prepare or update a Project Execution Plan (PEP) setting out the approach to the relevant RIBA Stage and subsequent Stages and to implement once approved. To include, as a minimum, <ul style="list-style-type: none"> - Programme - Budget - Delivery Plan for the relevant Stage
3	To prepare, keep updated and implement a Programme (Gantt-chart) showing all project actions and the critical path.
4	To prepare and keep updated a Project Risk Register identifying all risks, their mitigation measures and responsibilities; to ensure implementation of mitigation measures.
5	To identify, scope, procure (in conjunction with the Development Surveyor) and lead consultant teams for the delivery of a project. Ensure the project is sufficiently resourced to achieve all outcomes and meet all statutory and project requirements, supporting the Development Surveyor to produce construction budgets and estimating functions for construction and development projects
6	Work in accordance Rother District Council (RDC) processes, procedures and Public Procurement Regulations where necessary, ensuring Value for Money (VfM) is achieved through good project management, administration and value engineering.
7	Arrange and chair all project meetings including Consultant Team meetings and internal monthly Project Review Meetings, ensuring preparation in advance and comprehensive recording of actions and minutes.
8	Prepare monthly project Highlight Reports to be delivered to the Development Programme Manager.
9	Identify the need for all approvals and ensure these are obtained, ensuring all necessary information is prepared in sufficient time to allow approvals to be given.
10	Ensure all project outputs and deliverables represent VfM, are fit for purpose and achieve the project requirements.
11	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
12	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
13	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service
LOCATION	Although the post is normally based at Bexhill the postholder may be required to work elsewhere in the District either temporarily or

permanently. Specifically, the Project Manager will be required to attend Project Sites/ Proposed Sites as required to effectively carry out the role.

Colleagues are expected to demonstrate our Values and Behaviours –

RDC Value	Behaviour	Description
Respect	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
Open	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
Outcomes	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
Together	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

PERSON SPECIFICATION



POST TITLE	Development Project Management Support		
DIRECTORATE	Deputy Chief Executive Officer (DCEO)		
SERVICE	Corporate Development Team (CDT)		
POST GRADE	Local Salary Scale LSO		
		Essential	Desirable
Qualifications			
A degree and / or equivalent professional qualification in an appropriate subject (Quantity Surveying, RICS, ICE etc).			X
An appropriate Project Management qualification or relevant experience, ideally construction-specific Project Management.	X		
Educated to A level standard with GCSE in Maths and English Language.	X		
Experience			
Relevant experience and knowledge of development and contracting within a similar Project Management role, on projects of similar scale and complexity.	X		
Clear experience demonstrating specific expertise relating to one or more of the following: <ul style="list-style-type: none"> - Developer side Town Planning - Technical Design Management - Construction Management 	X		
Clear understanding of contract documents and obligations.	X		
IT literate, expertise in Microsoft office package (especially Excel and Word).	X		
Sound technical health and safety knowledge in relation to construction industry would be desirable.			X
Skills and Abilities			
Specific knowledge and experience leading Projects within the Development, Construction and Property Sectors. Either (a) Residential; (b) Non-Residential, or ideally (c) a combination of both. Projects of a nature and scale of relevant to those within RDC's Development Programme.	X		
Proven ability to manage budgets with a high degree of accuracy.	X		
Proven ability to prepare and implement project-specific Gantt-Chart Programmes.	X		
Excellent written and verbal communication skills and the ability to disseminate complex financial information.	X		
Be an effective negotiator with the ability to manage complex commercial matters.	X		
Training			
Relevant training in Project Management.	X		
Evidence of project management CPD.			X

Knowledge		
Able to demonstrate excellent understanding of Construction Project Management including practical application.	X	
An understanding and experience of Public Sector procurement rules and processes.		X
Knowledge of contract administration and legal matters in relation to construction and development.	X	

August 2024