


(a) Career Grade

Scale I      Limited experience. Ability to undertake basic duties of post but only with detailed supervision and training.

Scale J      Ability to undertake the day-to-day duties of the post with the minimum of supervision.

Scale K      The postholder is capable of undertaking all of the duties of the post satisfactorily.

Progression from one scale to another is at the discretion of the Head of Service having regard to the competence of the postholder and the availability of work at the appropriate level.

(b) Essential User Car Allowance (currently under review)

(c) A minimum of one month's notice required on either side. Two Months on Scale K.

(d) The postholder shall not at any time during his/her employment (except so far as is necessary and proper in the course of employment), or at any other time after his/her employment has terminated, disclose to any person any information as to the practice details or affairs of the Council's contractors, or to any other matters which may come to the postholder's knowledge by reason of his/her employment to oytomo Senior Project Manager and Built Environment

RESPONSIBLE FOR (POSTS):

To contract manage construction and civil engineering projects in accordance with the Built Environment team's works programme and to assist the Senior Project Manager and Built Environment Manager in delivering capital and revenue projects.

To support the Council's achievement of its service aspirations through effective procurement of property-





	<ul style="list-style-type: none"> <li>• Sound technical knowledge of construction practices</li> <li>• Tendering and procurement options and procedures</li> <li>• Knowledge of using AutoCAD-related computer systems</li> <li>• Knowledge of Environmental Sustainability Best Practice within the construction industry</li> </ul>	
(Education/vocational qualifications and other training)	<ul style="list-style-type: none"> <li>• Relevant professional qualification in Civil engineering or Construction, project management or similar equivalent, e.g. CIOB, MICE, RICS</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or diploma in a function-related field</li> <li>• A management qualification</li> </ul>
(Level and type of previous experience)	<ul style="list-style-type: none"> <li>• Experience of managing significant construction and civil engineering projects at all stages</li> <li>• Acting for a client in dealings with consultants and contractors</li> <li>• Managing project budgets</li> <li>• Proven design experience, post-qualification period</li> <li>• Negotiating with public bodies and regulatory bodies</li> <li>• Experience of working with and managing professional consultant design teams</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of Local Government procedures, practices, and public accountability with reference to the modernisation agenda</li> <li>• Working in sensitive environments</li> </ul>
(Particular qualities necessary to carry out the works e.g. ability to work co-operatively in a team, use own initiative)	<ul style="list-style-type: none"> <li>• Self-discipline</li> <li>• Reliable</li> <li>• Leadership and motivation. Act as a mentor and colleague to other members of the team.</li> <li>• A positive attitude towards customer services issues</li> <li>• Professional appearance and confident manner</li> <li>• Committed to task completion</li> </ul>	

- Understanding of, and commitment to, equal opportunities
- Interest in professionally related activities
- Good health record
- A commitment to customer