

## Job Description

**Department:** Children's Services

**Division/Section:** Education

**Job Title:** Education Capital and Assets Schools Projects Officer

**Post No:**

**Grade:**

**Reports to:** Head of Education Capital and Place Planning

**Organisation  
Chart:**

Service Director – Education Services

Show immediate  
manager and any  
jobs reporting to  
this post,  
including grades.

Head of Education Capital and Place Planning

Education Capital and Assets  
Place Planning Officer

Education Capital and Assets  
Schools Project Officer

**CRB Check  
applicable?**

**Standard** ☐ **Enhanced** ☐ **None** ☐

**Is post exempt under the Rehabilitation of Offenders Act  
1974 in respect of declaration of spent convictions?**

**Yes** ☐ **No** ☐

**Line Management  
responsibility for:**

**No. of direct reports:** None

**No. of indirect reports:** 5 (Internal and external consultants)

**Size of budget:**

**Accounting For Circa £22M capital**

**Job Purpose:**

- To lead and co-ordinate the commissioning of all project management services relating to all educational needs through capital projects (from new schools to smaller extensions, reconfigurations, refurbishments and the provision of mobile classrooms) under the remit of this role and related revenue projects
- To lead and co-ordinate the commissioning of school capital projects (and related revenue projects) ensuring specification, quality, deadline and budget targets and any other relevant requirements are met

- To be the officer responsible for the budget management for all of the said projects
- To lead, co-ordinate and deliver the Communications Strategy associated with each school project including developing contacts with schools, members of the public, Councillors, Directors and Senior Officers of the Council, contractors, consultants, Government departments and any other external stakeholders
- To be responsible for any statutory returns and responses to all matters relating to each project
- To assist the Head of Education and Capital Place Planning on preparing any bids and other associated aspects of securing funding for all school projects
- To liaise with and cover for the Officer responsible for Place Planning in his/her absence.

### **Main Duties and Responsibilities:**

- To be responsible for specific school capital projects within the capital programme, making use of IT, project management and other systems and processes to ensure completion on time and to budget
- To manage the demand of multiple projects within the capital programme ensuring project co-ordination and review
- To co-ordinate on behalf of the Service all revenue and capital expenditure, validating actual expenditure against budget and providing monthly forecast reports highlighting any variances
- To manage project specific risks and issues, ensuring these are recorded accurately and reviewed and resolved in a timely manner
- To take the lead role in organising and co-ordinating key project events and consultations both statutory and informal
- To take the lead role in developing and delivering each project's communication strategy
- To liaise with external project consultants, as and when required
- To meet deadlines for corporate project reporting on a monthly basis and specifically for the Project Team and the Capital Projects Board
- To be responsible for servicing project review groups (both internal and external), team meetings and the any Capital Projects Boards
- To manage the project team and project board meetings including all associated admin processes, ensuring that all meetings are organised, accurately recorded and decisions recorded in accordance with departments, corporate and statutory requirements and ensure actions are followed through
- To ensure that the necessary publicity and information is provided as required and that adequate stakeholder consultations take place, ensuring that all stakeholders are fully consulted and given the opportunity to participate in the process
- To deal sensitively with a range of complex and contentious enquiries from all stakeholders, dealing efficiently with any issues requiring immediate attention (including Members and MPs questions and Freedom of Information requests)
- To develop and maintain good working relationships with internal and external stakeholders
- To attend Council meetings as required in order to advise Members, Directors etc. on all aspects relating to the Schools Property Programme
- To keep abreast of any new legislation, statutory guidance, central government policies, local authority policies and practices and any internal or external factors relevant to the role
- To support the work of the Head of Service in carrying out the statutory duty to ensure the local authority provides sufficient school places by ensuring that capital projects to provide additional places are completed in a timely manner

- To assist the Head of Education Capital and Place Planning on preparing any bids and other associated aspects of securing funding for all capital projects
- To liaise with and cover for the Officer responsible for Place Planning in his/her absence.
- To achieve good service outcomes, outputs and personal appraisal targets
- To undertake training as required, including all Council mandatory training

<b>Generic</b>	To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.
<b>Responsibilities:</b>	To comply with all Health & Safety at work requirements as laid down by the employer.
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
<b>DATE:</b>	March 2024

## Person Specification

**JOB TITLE:** Capital Projects and Assets officer

**POST NO:**

**GRADE:**

**DEPARTMENT:**

Children's Services

**HOURS**

37

**DIVISION:**

Education

**DIRECTOR:**

John Gregg

**DATE:**

March 2024

**COMPLETED BY:**

Chris Baird

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of corporate governance processes</li> <li>Project management methodologies</li> <li>Knowledge of school structures/ organisation</li> <li>Knowledge of EFA/DfE protocols and methodologies in regard to capital projects for schools (e.g., Academies, Priority Schools Building Programme)</li> <li>An understanding of Children's Services property and school place planning issues</li> <li>Knowledge of health and safety issues</li> </ul>	<p>Knowledge of GIS systems</p> <p>Knowledge of relevant legislation</p> <p>Knowledge of financial management of projects</p>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>High standards of numeracy, literacy, communication, and presentation skills</li> <li>Ability to operate at the most senior levels Within the organisation including those at schools and external organisations</li> <li>The ability to operate effectively in a diverse team environment</li> <li>Ability to produce reports for a wide range of audiences</li> <li>A self-starter and self-motivated</li> <li>Driven and energetic</li> <li>Visible, approachable, and accessible</li> <li>Resilient, determined, and confident</li> <li>Ability to use all aspects of ICT</li> <li>Ability to communicate at all levels, both orally and in writing to a wide range of people</li> <li>Ability to work under pressure with minimum supervision</li> <li>Ability to work on several projects which are ongoing at the same time requiring regular re-prioritisation</li> </ul>	<p>Ability to use GIS systems to produce graphical data</p>

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of Operating at the most senior levels of the organisation</li> <li>• Experience of working with external consultants and agencies</li> <li>• Experience of working with school staff at all levels</li> <li>• Experience of working with school governing bodies</li> <li>• Experience of communicating with a range of stakeholders including young people and their families</li> <li>• Experience of working within a property environment</li> <li>• Experience of financial monitoring</li> <li>• Experience of communicating at all levels</li> <li>• Experience of working in a pupil place planning field</li> </ul>	<p>Experience of using GIS</p> <p>Experience of project management</p>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree level or Equivalent</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours when necessary due to commitments to deadlines, and working outside of normal working hours</li> <li>• Ability to visit all Education properties within the PCC District boundary</li> </ul>	Full UK drivers licence
<b>EQUALITY</b>	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*