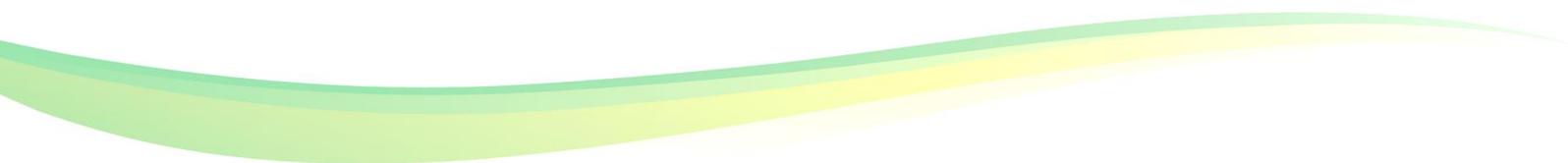




JOB INFORMATION PACK





Applying for a vacancy

The online application process has 8 different sections within it. All sections need to be completed. You will be unable to submit your application if any fields marked with a red asterisk are left blank. You must also ensure that you have correctly entered the 'captcha' code at the bottom of the page, and have ticked to confirm you have read and agree to the consent of use.

If you are applying for your first job, please insert your previous school or college under section 3 'Previous Employment History', inserting £0 for the salary.

Each vacancy has identified questions under section 7 'Application Specific Questions'. The answers to these questions are used for short listing applications for interview. You are advised to consider your answer carefully to each question as there is a limit on the number of characters you can enter.

If you wish to read through the questions and complete the application form at a later date, there is the facility to save your application.

Please note: The saved application will not open in any other software.

In order to view your application, go back into the vacancy to apply, and use the 'Browse' function above section 1 to reload your saved application.

You are strongly recommended to print your application for your own records **before you submit** your completed application for consideration. Once you have submitted your application you will no longer have access to it.



Your personal information – what we need and why?

Davenport District Council collects personal information from you in order to process your suitability for employment. This includes your contact details, education, employment and ethnic monitoring information. We will not collect any personal data from you we do not need.

The information you provide will be retained within our Lagan IT system for recruitment purposes, and then transferred to our HR and Payroll system if your application is successful.

Who does the Council share your data with?

It may be necessary to share your personal information internally and with our occupational health provider for the purpose of recruitment. However, no third parties have access to your information, unless the law allows them to do so.

How long does the Council keep your data?

The Council will need to keep your personal data for a minimum of 6 months after which time it will be destroyed. If you are successful your information will be transferred to the internal HR system and Payroll system for the length of your employment, plus an additional 6 years.

What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can submit a formal complaint to the Information Commissioner's Office (ICO)

Our Data Protection Officer is Gillian Kennedy and you can contact her by email dataprotection@davenportdc.gov.uk

All information you provide is held in accordance with the Data Protection Act.



Development & Valuation Surveyor Project Manager

37 Hours per week, permanent

£39,469 - £42,504 per annum

An exciting opportunity has arisen for the post of Development & Valuation Surveyor Project Manager at Daventry District Council. The role offers a salary of £39,469 to £42,504 p.a., access to the Council's lease car scheme, flexitime and the opportunity to join the Local Government Pension Scheme. Working from the Council's offices in Daventry town, the successful applicant will have the attitude, approach, knowledge, skills, qualifications, experience and other attributes required by the Person Specification to enable them to effectively manage and deliver a range of property related and corporate projects by undertaking the main duties and responsibilities in the Job Description to the required performance standards. Completing Valuations for annual accounts and estate management will also be required.

Closing date: 18th January 2019

Interview date: TBC

To apply please go to www.daventrydc.gov.uk



Job Description

Job Title:	Development & Valuation Surveyor Project Manager
Post Number:	TBA
Team:	Business Team
Pay Band:	Band 11
Reporting to:	Construction & Development Manager

Job Purpose

To manage and deliver development and corporate projects and undertake property valuations.

Approach

The post holder is to particularly seek to achieve:

1. Quality, economy and efficiency
2. Excellent health and safety
3. Excellent communication and consultation
4. High environmental standards
5. Continuous improvement

Main duties and responsibilities

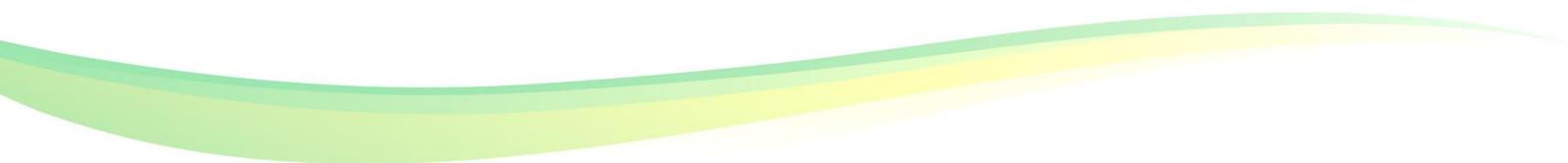
1. To manage projects in line with the Daventry project management methodology.
2. To carry out and/or deliver project work including:
 - Feasibility studies.
 - Cost estimates.
 - Designs and specifications.
 - Programmes.
 - Qualification, tendering, selection and appointment of consultants and contractors.
 - Supervision of works.
 - Development/legal agreements.
 - Acting as the contractual 'Project Manager', 'Employer's Representative' and similar roles requiring the exercise of professional judgement.
 - Verification of claims for payment.
 - Monitoring and control of expenditure.
 - Risk management.
 - Contract production and administration.

3. To draft and deliver reports as required.
4. To provide guidance and advice on technical and project matters internally within the Team, to other Teams and externally as required.
5. To represent the Council and the Team as directed.
6. To assist with the programming and monitoring of, or programme and monitor, projects and ongoing activities, including the use of performance indicators, milestones, etc.
7. Assist, where required, in the management of the Team or group including periodic review, staff development, job descriptions and training requirements.
8. Undertake valuations, particularly those for annual accounts and estate management activities.
9. Positively promote and contribute to health and safety at work. Work and act within the Council's health and safety policies, with due regard for the health, safety and welfare of self, colleagues and the public in the delivery of services and contribute to improving them. Undertake duties and achieve all responsibilities with respect to aspects of construction health and safety.
10. Contribute to the development of policies, procedures and work practices to ensure the efficient and effective delivery of services.
11. Work and behave in a manner that is consistent with the Council's expected ways of working (the Values and Attitudes).
12. Work within the Council's policies and practices, Constitution and Team office instructions and comply with relevant statutory responsibilities.

Performance standards

1. Working within the Council's health and safety policies.
2. Legal, corporate and Team requirements are complied with, including:
 - a. European Union public procurement regulations and state aid rules.
 - b. Local government, planning and other relevant law.
 - c. The Council's Constitutions (including the Procedure Rules and Regulations)
 - d. The Council's corporate Project Management Methodology
 - e. Corporate and Team office instructions.
 - f. Environment and/or sustainability.
3. A high level of data quality is achieved.
4. Projects are delivered to the required standards and targets met.
5. Expenditure and income is directed to agreed targets and is within approved budgets.
6. Effective working relationships are maintained.
7. Appropriate briefing, liaison and consultation is undertaken with colleagues, Teams, other authorities and interested parties.
8. A sound and professional image is maintained by means of appearance and attitude, honesty and integrity, with high standards of presentation, communication, time and workload management and execution of services.

9. A flexible approach to work and a readiness to work as required.
10. Innovation and continuous improvement takes place.
11. Professional development is achieved.
12. Valuations, particularly those for annual accounts and estate management matters are completed in a timely manner to the required standard.





Person Specification

Attitude and Approach

The post holder must be a person who exhibits a:

1. Thorough but resourceful, problem solving approach.
2. Willingness to work collaboratively and to share knowledge and information.
3. Professional, competent and flexible approach.
4. Desire to learn and develop.

Knowledge and skills.

1. Understanding of health and safety legislation and best practice in relation to work and construction.
2. Understanding of commercial approaches and development processes.
3. Working knowledge of development agreements, commercial, land and general property management matters and the associated legal matters.
4. Ability to undertake valuations in line with the current Red Book and advise on commercial appraisals.
5. Ability to produce and administer contracts.
6. Appreciation of civil engineering, building and construction techniques and maintenance requirements.
7. Experience in using a structured approaches to project management (e.g. PRINCE2).
8. High level of numeracy and analytical skills.
9. Excellent written and verbal communication skills.
10. High level of ICT competence.
11. Appreciation of the environmental and sustainability impacts of projects.
12. Good interpersonal skill to be able to deal with colleagues and members of the public. The ability to get the message across without causing offence and to build, maintain and develop productive working relationships.
13. The ability to work under pressure and under own initiative.
14. Experienced in influencing and negotiating in demanding / conflict situations.
15. Understanding of risk management.
16. An appreciation of local government operations including legal constraints, democratic arrangements and procurement processes.
17. Awareness of Asbestos and Legionella.

Qualifications and Experience

1. A relevant HNC, HND or equivalent NVQ or a degree and demonstration of relevant knowledge and experience. This will be across a range of projects and show a significant extent of involvement and responsibility.
2. Full membership of the Royal Institution of Chartered Surveyors (RICS).
3. Registration as RICS Valuer (or demonstrable ability to become registered).
4. Demonstrable project management experience.
5. Relevant CSCS Card or demonstrable ability to obtain one.

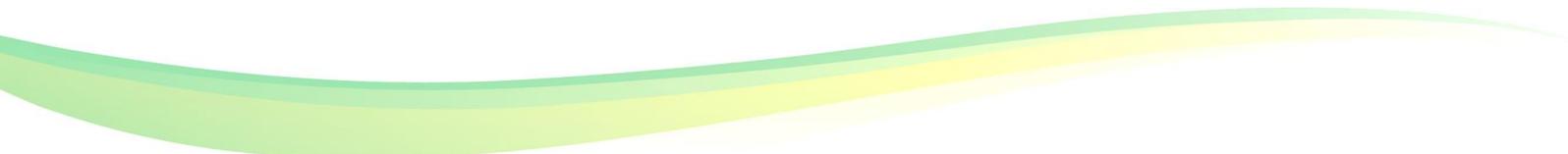
Desirable

6. Experience of supervision of civil engineering, building and construction works.
7. Experience of contract production and administration.
8. Experience of using a structured project management system e.g. PRINCE2.
9. Project management related qualification.
10. Experience of working for a local authority or other public body.
11. Appreciation of performance management.

Other Attributes

1. Articulate, confident and able to communicate.
2. Professional appearance and manner, inspiring confidence.
3. Ability to legally drive in the UK and access to a car, or other demonstrable means of the necessary mobility including ability to visit sites.

Dated: 23rd November 2017



Business Team Structure

With Construction & Development Team detailed

