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Job Profile and Person Specification

Post:	Projects Team Manager (CPGI)
Reporting Relationship:	Building Services and Projects Manager
Salary:	Grade 8 £53,655.65 to £62,299.37 Increase to Point 2 on Grade at six month point and 1st April thereafter to top of grade with cost of living increases (3.5% increase from 1st April 2026 agreement in place) Non-standard working allowance applies
Summary of Role:	The Projects Team Manager (CPGI) will invest in the portfolio by identifying opportunities for improvements, refurbishment, repurposing and new build. They will provide professional and technical services, promote safe working practices and champion Health & Safety. Key Responsibilities and accountabilities will include: • Manage professional and technical staff in the efficient delivery to meet challenging timescales within budget requirements. • Manage the Capital Plan. • Deliver Capital projects to improve and enhance the existing portfolio within budget and to programme. • Provide due diligence over CPGI related investments. • Assemble and manage professional/technical team(s) in a collaborative working environment. • Identify opportunities for redevelopment, repurposing, rationalisation of the CPGI portfolio. • Procurement and management of supply chains. • Resource management, programming, management and cost control of projects. • Performance management of projects teams. • Deputise for the Building Services and Projects Manager. • Ensure compliance with Statutory requirements such as CDM duties, HASWA, DDA, Asbestos and Legionella. • Assist in the establishment of service objectives and performance indicators in the context of the LLP's decisions and priorities. • Prepare and deliver credible, accurate and timely reports providing professional advice and recommendations to the Board, funder and other statutory deadlines. • Ensure the management standards are adopted. • Anticipate the need for change and provide solutions to the senior management team. • Represent City Property LLP internally and externally as required. • Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to. • Provide strategic support to colleagues managing incidents occurring outwith normal working hours.

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	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Full driving licence. Professional Membership of a relevant construction professional governing body e.g. RICS/ RIAS/ RIBA/ APM/ IOB. Commitment to CPD with supporting evidence.	Membership of Association for Project Management. LLM in Construction Law PRINCE2	☒ Application Form ☒ Certificates
Skills, Knowledge & Competencies	Experience of successfully managing professional teams to deliver construction projects within budget, programme and to desired quality. Experience of managing a Capital plan. Experience of working on a diverse portfolio of non-domestic assets. Ability to manage and motivate staff across a range of disciplines, identify training needs and provide advice and guidance on professional and technical matters. Experience of delivering projects using current methods of procurement. Experience of successfully operating various forms of construction contracts. Ability to be flexible, adaptable and make reasoned judgements under pressure and to apply analytical and diagnostic skills to problem solve and make decisions. Ability to define and measure standards and outcomes. Ability to manage operational and management priorities with an understanding of strategic priorities Exemplar time management and prioritisation skills. Excellent communication skills and report writing. Ability to identify staff development opportunities and cultivate a culture of self-development and improvement.	Experience of public sector procurement route(s). Experience of Microsoft Project or similar planning application(s). Experience of using BIM/CAD. Political awareness with the ability to think strategically and contribute to policy development and report at a senior level. Demonstrate commercial acumen.	☒ Application Form ☒ References ☒ Interview

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KEY COMPETENCIES			
CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Leadership – Providing Support (level 2)	• Make sure you spend the right amount of time on the different aspects of your jobs, to meet the aims. • Give regular and helpful feedback to other people. • Ask people to give you feedback and to explain your targets and the best ways you can meet them.		☒ Application Form ☒ Interview
Delivering Results - Motivation (level 2)	• Balance any conflicting priorities when you need to. • Give out work and delegate to other people, based on their strengths and how much time they have • Organise people and work in the best way to achieve results	.	☒ Application Form ☒ Interview

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	Enjoy a challenge and work well even when time is short, and things are difficult.		
Delivering Results – planning and delivering change (level 2)	- Produce complete, detailed and realistic project plans. - Prioritise your own and other peoples work, based on business needs. - Organise and Plan events, activities and resources to make sure that projects or goals are met withing agreed timescales. uses the right skills to manage projects successfully and get the right results.		☒ Application Form ☒ Interview
Personal Effectiveness - Communicating (level 2)	- Choose the best way for communicating for your audience and situation. - Can keep themselves and team focused on the most important things, but let other people express their views - Can produce clear, concise and easily understood written communications - Can share relevant and important information on time, with your team.		☒ Application Form ☒ Interview
Personal Effectiveness - Decision Making (level 2)	Can explain why decisions have been made and use examples to support them.		☒ Application Form ☒ Interview

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	• Can make sensible decisions after getting all the information required and thinking about alternative options. • Confidence to say what needs to be said and tactful.		
Providing Excellent Customer Service – Collaboration (level 2)	• Encourage people to share information so that they can achieve the right outcome. • Ask for help from colleagues or experts outside of the Council. • Try to improve your team's performance as well as meeting personal goals. • Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		☒ Application Form ☒ Interview

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