# INFORMATION FOR APPLICANTS



**for the post of**

**Senior Programme Manager – Project Management Office**

£52,914-£56,949



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# Introduction

#### Thank you for your interest in applying for the post of Senior Programme Manager.

Dumfries and Galloway Council has set clear Priorities to - build the local economy, provide the best start in life for all our children, protect our most vulnerable people and be an inclusive Council.

We are committed to enhancing the lives of all the residents of Dumfries and Galloway. We are ambitious for our region, focused on supporting our communities to thrive and prosper, ensuring that we provide quality services that deliver our priorities. We value our 6000+ strong workforce in the work they do to achieve this.

Dumfries and Galloway offers its residents and visitors a quality of life second to none. We have beautiful coastal areas, stunning hills and vibrant market towns with excellent public services delivered by Council staff and other public agencies. We serve a population of approximately 150,000 across one of the largest regions of Scotland.

**Further Information**

You can find more information about the Council by visiting the following page

#### [Dumfries and Galloway Council: Council and government.](http://dumgal.gov.uk/article/15099/Council-and-democracy)

You will find information on the Council Business Plans and how our current services are performing by clicking on the following link

#### [Dumfries and Galloway Council: Council performance.](http://dumgal.gov.uk/performance)

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**Dumfries and Galloway: Our Region**

* Population of 149,670 is steady but our demographic is changing
* Third highest ranked of the mainland council areas for rurality, with 19.6% of the population living in remote rural locations, and nearly half of all people (45.8%) living in areas classified as rural
* Recent population projections indicate that there will be 3,040 fewer people aged 18 or under living in the region by 2039, a decrease of 10%. The gap between older and younger populations is likely to widen over time
* The population aged 65-84 is forecast to increase by 25% by 2037 while the number of children and working age adults is projected to fall
* Crichton University Campus is home to University of West Scotland, University of Glasgow and Dumfries and Galloway College offering both Higher and Further Education on a single campus
* Dumfries and Galloway has a strong sense of community with a number of operational community councils
* Dumfries and Galloway is home to the Eden, Spring Fling and Gael Force festivals not to mention Wigtown Book Festival. It also hosts numerous traditional festivals including several common ridings
* The quality of the landscape has been recognised in the designation of three National Scenic Areas (NSA)
* We are a key partner in the Regional Skills Investment Plan – South of Scotland [**Regional Skills Investment Plan**](https://www.skillsdevelopmentscotland.co.uk/media/45740/south-of-scotland-sip.pdf)

For additional information on our region go to

#### [www.visitdumfriesandgalloway.co.uk](http://www.visitdumfriesandgalloway.co.uk)

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**Economy and Resources Structure**

Director Economy

and Resources

Head of Economy

and Development

Property Estates and Programmes Manager

Project and Programme Management Office Leader

1FTE – Band 15

Senior Programme

M Manager

Architect

Principal Senior Clerk of

Architectural Works

Technician

Senior Finance and

Architectural Clerk of Works Budget Officer

Technician

Architectural Small Works

Technician Supervisors

Finance and

Budget Technician PMIS Technician

Trainee Quantity

Surveyor

Career Grade

Technician

**Consultant**

**Framework**

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## Property, Estates and Programmes Department

The prime function of Property, Estates and Programmes (PEP) is to safeguard the Council’s long term interests in property. Operating with a team of 44 staff between the Project and Programme Management Office and the Corporate Landlord, it has become the natural first stop for all strategic property advice through a range of core services which respond to identified needs and makes best use of maintenance or improvement resources.

PEP provide dynamic Asset Management Planning which supports the changing nature of Council services and the way they are delivered, championing the need to optimise property assets responding to the challenges of the Councils Corporate Plan and ensuring that its targets are robustly prioritised.

The Senior Programme Manager will work with officers across all the departments of Dumfries and Galloway Council to meet the challenges of maintaining and developing the Council’s built estate. Importantly, in this role you will be responsible for the management and delivery of the Schools and Non Schools Capital Programmes. This will be actioned by:

* Providing Professional Consultancy Design and a Project Management Service.
* Collating, Updating and Managing all Asset Data through Property, Estates and Programmes Property Management Information System. (PMIS)
* Assisting to create and maintain a 10-year Corporate Investment Strategy.
* Assisting in the management and maintenance of a Building Safety System in compliance with a range of Legislation through the successful delivery of capital projects.

The Corporate Landlord will assist the Senior Programme Manager by promoting a corporate approach to property throughout the Council. This will be actioned by:

* Collating, Updating and Managing all Asset Data through Property, Estates and Programmes Property Management Information System. (PMIS)
* Assisting to create and maintain a 10-year Corporate Investment Strategy.
* Providing an Estates Management Service for the Acquisition and Disposal of Properties.
* Managing & Maintaining a Building Safety System in compliance with a range of Legislation.

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Senior Programme Manager



**£52,914 - £56,949 (Ref: DGA05487)**

We have recently restructured and created a Property, Estates and Programme service, and are looking for a talented and experienced professional to join the team.

This role provides the opportunity for you to manage the Dumfries and Galloway Councils capital programmes ensuring the Council’s built estate is fit for purpose and compliant with all statutory compliances and legislation. Designs will be developed and managed in sympathy with the existing structures, locations and in accordance with Dumfries and Galloways core values through the management of both internal and external professional and technical resources.

You will be an experienced leader with a track record of success in programme and project management within a local authority environment. You will be focused on the provision of high quality professional advice, innovative and energy efficient design solutions, management of project teams and effective project forecasting and reporting on quality, time and costs. Educated to degree standard in a relevant technical discipline; you will possess at least 5 years relevant post- graduate work experience and preferably professional membership of a relevant recognised body.

**For further information please contact Paul McCulloch, Property Estates and Programmes Manager, t: 07867 206 287** [**or e: paul.mcculloch@dumgal.gov.uk**](mailto:or%20e:%20paul.mcculloch@dumgal.gov.uk)

**Closing date: Friday 17 December 2021**

**Further details:** [**www.myjobscotland.gov.uk/councils**](http://www.myjobscotland.gov.uk/councils)

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| --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | **Text  Description automatically generated** | | |
| **Job Title:**  **Senior Programme Manager** | | | | **Ref No:** | **JE Ref:** | |
| **Department:**  **Economy and Resources** | | **Band:**  **14** | | **Location:**  **Dumfries** | | |
| **Responsible To:** | Project and Programme Management Office Leader | | | | | |
| **Responsible For:** | Professional, Technical and Support Staff within the PMO | | | | | |
| **Job Purpose:** | * To design, procure and administer contracts for building projects within Council developments and manage the schools, non-schools and economic development asset class programme. * To effectively and proactively manage the building projects team within the PMO, overseeing delivery within time and budget constraints and quality parameters, of all building projects delivered by the Team on behalf of the Council. * To act as project manager on specific building projects, coordinating the work of the individual design team, which may include external consultants, and overseeing delivery of the project on site within budget and time constraints and quality parameters, including undertaking Contract Administration duties. * To ensure that all building projects are managed in accordance with the Construction (Design and Management) Regulations (CDM), and all other legislation relevant to building construction projects. * To act as Principal Designer, as described in the CDM Regulations, on relevant projects | | | | | |
| **Main Responsibilities** | * Manage the Councils schools, non-schools and economic development asset class programmes. Supporting the Project and Programme Management Office Leader in the delivery of quality design solutions, on time and on budget. * To ensure the successful delivery of all building projects managed by the PMO on behalf of the Council, including compliance with all relevant legislation, such as planning and building regulations, the CDM regulations, and, as far as practicable, recognised best practice. * To work with other Council services and Property Estates and Programmes colleagues, to ensure that all work within the Building Projects remit is effectively, efficiently and timeously managed and procured in accordance with the Council’s Procurement Standing Orders and the requirements of Best Value | | | | | |

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| **Main responsibilities** | * To provide technical advice as required to Council departments, Council members and relevant external groups in relation to all aspects of building construction and architectural services * To ensure that all relevant contract documentation in connection with projects delivered by the Building Projects Team is properly managed and retained in accordance with the Council’s Record Management Policy. By working in conjunction with relevant Council colleagues, ensure that all projects delivered by the PMO behalf of the Council, take full cognisance of the principles of asset management planning, whole-life costs and lifecycle maintenance. * Assist Clients with the development of project briefs and programmes. * Preparation of working drawings, construction details using AutoCAD and NBS specifications for building contracts. * Act as Project Officer/Contract Administrator on building contracts within your knowledge and skill range. * Assist in the preparation of Health and Safety documents and the implementation of current Health and Safety legislation. * Project Management and Contract Administration of building projects. * Ensure that all projects have a robust risk identification and mitigation process embedded from commencement. Ensure that risks are identified and managed through risk management processes. * Scheme progress monitoring and reporting including regular reporting on progress with the asset class programmes. * Directing and overseeing the workload of Architects, Technicians, Clerk of Works and the Small Works Team and assisting them in the development of their skills and abilities. * Assist the Project and Programme Management Office Leader in the management of the Clerk of Works and Small Works team with physical delivery of construction quality and small works capital projects * Assisting the Project and Programme Management Office Leader in the management and development of the service’s Quality Assurance system |
| **Job Activities** | * Managing the PMO Architect Team including carrying out all performance development reviews; ensuring all training needs are identified and delivered; ensuring their safe working arrangements and keeping all members of the team up to date with all changes in relevant legislation and development in best practice pertaining to building construction, architectural services and project management * Procuring, commissioning and managing the work of any consultants required to support Building Projects work * Procuring, commissioning and overseeing the work of contractors for the construction of building projects * To act as project manager on such projects as are required, including coordination of the work of the design team for the specific project, overseeing delivery of the project on site within time and budget constraints, and within quality parameters, and monitoring and controlling the specific project budget and programme throughout |

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| **Job Activities** | * To undertake Contract Administration duties on projects as required, and to ensure the Building Projects Team complies with all aspects of the Contract Administrator’s duties on all contracts * To contribute to the wider management remit of Property, Estates and Programme through proactive communication with all other Property, Estates and Programmes colleagues and other Council services * To undertake, as defined in the CDM Regulations, Principal Designer / Designer duties on behalf of the Council on such projects as are required. * Preparing of feasibility studies, sketch plans, working drawings, specifications and tender documentation for building projects. * Preparing pre-contract project programmes in line with overall Capital programme. * To assist senior members of the team in carrying out the business duties of the Property, Estates and Programmes function. * Carrying out design and technical reviews of capital projects and various project stages. * Contract administration and running of projects on site. * Briefing and reviewing of drawing programmes produced by technical staff. Liaise wit PMO Leader in developing detailed programmes for all construction projects. * Preparing reports and assessments in compliance with current CDM Regulations. * Preparing documentation for Statutory Consent applications and lodging these on line. * Preparing cost control reports and assisting external cost consultants in preparation and reporting of project costs. * Briefing, liaising and reviewing external consultant’s proposals to develop briefs and designs. * Coordinating internal and external consultants in preparation of work packages throughout project development, design and construction   • Ensure that relevant databases are regularly updated with respect to time, cost and quality information.  • Carry out site and building surveys and reports.  • To consider and respond to requests from the public in an efficient and courteous manner to ensure the service delivery is fair, equitable and to a high standard as is practically possible.  • Work in a team environment.  • To demonstrate a whole-hearted commitment to the organisational values and cultures including openness, honesty, transparency, trust and the empowerment and support of staff and colleagues  • Any other tasks delegated by the Project and Programme Management Office Leader |

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| **Performance Management** | The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.  • To manage your own performance and any staff you may be responsible for in accordance with the Council’s values of Customer First, continuous improvements, openness and honesty, local decision making and team working.  • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.  • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.  • To manage risk, promote risk awareness and prioritise work considering risk analysis and mitigation.  • To actively commit to the Council’s equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.  • To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities. |
| **Prepared by** | Paul McCulloch Date: November 2019 |

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| **PERSON SPECIFICATION and ASSESSMENT FORM** | | Text  Description automatically generated | | | |
| **Candidate Name** |  | | **Post Ref No** |  |
| **Post Title** | Senior Programme Manager | | **JE Ref** |  |
| **Service** | Economy and Resources | | **Band** | 13 |
| **Base** | Dumfries, Dumfries and Galloway | | | |

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| **References** | Name | *Good* | *Fair* | *Poor* |
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| **Requirements**  *Essential (E) or Desirable (D)* | **E** | **D** |  | **Requirements**  *Essential (E) or Desirable (D)* | **E** | **D** |
| **1. Education and Training** | Score | |  | **4. Knowledge** | Score | |
| A degree (equivalent or higher qualification) in a relevant technical discipline, such as Architecture, Surveying, Construction Project Management or Architectural Technology with at least 5 years relevant post graduate work experience  Professional Membership at an appropriate grade of a relevant, recognised body (e.g. ARB, RIAS/RIBA).  Records of ongoing continuous professional development to comply with the standards set out by the professional body.  A project or programme management qualification.  Membership of the Association of Project Safety.  NEBOSH National Construction Certificate.  IOSH Managing Safely. | E  E | D  D  D  D  D |  | Detailed current knowledge of building contract documentation, in particular the SBCC (JCT) suite of contracts.  Detailed current knowledge of building construction technical detailing and specification.  Detailed knowledge of current planning legislation, building regulations and other technical and design standards.  Detailed knowledge of current Health and Safety legislation; in particular the CDM Regulations.  A practical understanding of the principles of whole-life / life-cycle costing and Asset Management.  Working knowledge of building design, specification, construction detailing and costing criteria relevant to the local climate and construction industry.  Practical knowledge and understanding of the building design, maintenance and safety complexities across the range of buildings encountered within the property portfolio of a local authority.  Knowledge of local authority budgeting and procurement processes. | E  E  E  E  E  E  E | D |

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| **2. Experience** | Score | |  | **5. Personality Factors** | Score | |
| Considerable experience in a building  professional environment  Considerable experience managing and  delivering Local Authority Projects and  schools projects  Experience procuring and administering construction contracts on site  Experience of working with internal and  external stakeholders and managing  construction consultants  Experience of working with building-  related renewable technologies  Experience in the refurbishment of a  wide range of local authority properties;  in particular, schools, public buildings,  arts and leisure properties and social  work premises  Experience of monitoring and forecasting, managing budgets on building capital investment programmes and projects  Experience carrying out post-project  reviews/post-occupancy evaluations  and developing improvements for future  projects as a result  Experience in budget management and  financial monitoring of projects and  programmes  Experience in the delivery of new local  authority buildings including nursery,  primary and secondary schools  Experience with leading and monitoring  project risk | E  E    E  E    E  E  E  E  E | D    D |  | Confident  Diplomacy  Pragmatism  Strong negotiating and conflict  management skills  Ability to lead, develop and motivate  Teams  Strong time management and ability  to prioritise  Innovative and creative  Able to solve complex problems and  Issues  Ability to engage complex and  demanding stakeholders  Sound judgement  Calmness under pressure and ability  to work in a highly pressured  environment  Verbal ability to explain complex  technical issues in brief,  straightforward language to suit  various audiences  Highly developed inter-personal skills  Open and responsive to feedback  and criticism  High standard of professional ethics,  integrity and honesty  A commitment to continuous  professional development | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |

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| **3 Skills and Abilities** | Score | |  | **6. Other Requirements** | Score | |
| Ability to investigate, develop and  implement innovative solutions for  construction projects  Ability to take a broad view and to  understand the Council’s strategic plans  and priorities  Be able to set clear objectives and  targets as well as plan, schedule and  monitor a wide range of project and  programme activity  Ability to communicate clearly and  concisely both in writing and orally  Excellent negotiating and presentation  skills when dealing with the general  public, clients and other stakeholders,  professional colleagues and contractors  Excellent computer literacy and working  knowledge of word processing,  spreadsheet and database applications  A very high level of competence in Autocad or other Architectural drawing software.  Proven track record and ability in  successfully managing building projects  from inception to completion within time  and budget constraints and to  specification  Ability to manage, motivate and develop  Staff  Ability to coordinate the work of a multi-  disciplinary design team  High degree of capability in using other  building project-specific computer  software, such as MS Project, Photoshop, Autocad, Revit, & NBS Specification Writer  Practical skills in Building Information Modelling  Drawing and sketching skills | E  E  E  E  E  E  E  E  E  E  E | D  D |  | Work under pressure to meet deadlines  Handle sensitive data and maintain strict confidentiality.  Current full UK driving licence | E  E  E |  |

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**Guidance Notes:**

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate’s suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

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# Core Management Competency Framework

The following table provides a reference for the Core Management Competencies identified for Senior Managers in Dumfries & Galloway Council.

**Leadership**

**Strategic Thinking And**

**Planning**

**Delivering Results**

Creates and secures commitment to a clear vision

Initiates and manages change in pursuit of strategic objectives

Is visible, approachable and earns respect

Inspires and shows loyalty

Builds and supports a high performing team

Acts decisively having assessed the risks

Accepts responsibility for actions of the team

Demonstrates the high standards of integrity, honesty and fairness expected in public services

Develops and influences strategic aims, anticipating future demands, opportunities and constraints

Demonstrates sensitivity to Members’ needs and to wider political and departmental issues

Contributes effectively to strategic thinking of senior management team

See relations between complex inter-dependent factors

Reconciles day to day demands with long term objectives

Translates strategic aims into practical and achievable plans

Takes decisions on time, even in uncertain circumstances

Organises work processes to deliver on time, on budget and to agreed quality standards

Defines results taking account of customer’s needs

Manages relationships with customers/other stakeholders effectively

Strives for continuous performance improvement and encourages others to do so

Demonstrates high level project management skills

Assesses and manages risk

Monitors performance and incorporates feedback in future plans

**Management Of People**

**Communication**

**Management Of Financial**

**And Other Resources**

Makes best use of skills and resources within team

Develops staff to meet challenging organisational needs

Establishes and communicates clear standards and expectations

Delegates effectively, knowing when to step in and when not to

Gives regular face to face feedback and recognition

Addresses poor performance

Builds trust, good morale and teamwork, responds to feedback from staff

Secures commitment to change through appropriate involvement of staff

Chooses methods of communication most likely to secure effective results

Negotiates effectively and can handle hostility

Is concise and persuasive orally and in writing

Listens to what is said and is sensitive to others’ reaction

Demonstrates presentational and media skills

Is comfortable and effective in a representational role

Builds, maintains and uses an effective network of contacts

Develops appropriate language skills

Challenges existing practices and leads initiatives for new and more efficient use of resources

Secures value for Council taxpayers’ money

Negotiates for the resources to do the job, in the light of wider priorities

Use management information to monitor/control resources

Manages contracts and relationships with suppliers effectively

Demonstrates commitment to using IT as a resource

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**Personal Effectiveness**

**Intellect, Creativity And**

**Judgement**

**Expertise And Professional**

**Competence**

Shows resilience, stamina and reliability under heavy pressure

Adapts quickly and flexibly to new demands and change

Manages own time well to meet competing priorities

Takes firm stance when circumstances warrant it

Is aware of personal strengths and weaknesses and impact on others

Shows commitment to own personal and professional development

Offers objective advice without fear or favour

Pursues adopted strategies with energy and commitment

Demonstrates a creative and constructive approach to problem solving

Homes in on key issues and principles

Offers insights and generates original ideas with practical application

Analyses ambiguous data and concepts rigorously

Displays confidence in own judgement but responds constructively to alternative ideas

Encourages ideas, initiatives and innovation in others

Operates effectively within the political and local government framework

Earns credibility and influences through depth and breadth of expertise

Ensures that decisions are informed by relevant technical/specialist expertise

Accepts personal responsibility for quality of professional work

Gives professional direction to others

Seeks and applies best practice from other organisations

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S e n i o r P r o g r a m m e M a n a g e r

# Main Conditions of Service

The following list of conditions is not exhaustive and is provided only as a synopsis of issues commonly raised by applicants for employment with the Council.

|  |  |
| --- | --- |
| **Salary scale** | £52,914.00 to £56,949.00 |
| **Payment frequency** | Salary paid direct to bank or building society on 15th of each month. |
| **Holiday entitlement** | 23 days rising to 28 days after 5 years continuous local government service (at the start of the leave year). In addition there are 11 general and public holidays, 7 of which are fixed.  Additional annual leave can be purchased. |
| **Flexible Working:** | Flexible working arrangements apply |
| **Pension** | The Local Government pension scheme is available. Employee contributions are based on level of pay. |
| **Notice period** | Two months’ notice on either side. |
| **Relocation package** | Applicable. |
| **Fixed Term** | The post will be a permanent appointment |
| **Interview expenses** | Interview expenses are included. |
| **Political restriction** | This post is not politically restricted under the terms of the Local Government and Housing Act 1989. |

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# Application Process

## Method of Application

Please complete in full the Council’s Application form on the Council’s recruitment website ([**www.myjobscotland.gov.uk/councils**](http://www.myjobscotland.gov.uk/councils)). In your application please provide an outline of your experience, with particular focus on the requirements of this post as set out in the

job description and person specification. You should also complete the Equal Opportunities Monitoring form, which will assist us to maintain fairness in recruitment and employment practices.

Please note that CV’s will not be accepted, and the Council’s Application Form must be completed in full in order for your application to be considered.

As part of the application process you will be required to provide the names, addresses and telephone numbers of two referees, one of which must be your current or most recent employer.

The Closing date for the post of Senior Programme Manager is **Friday 17 December 2021**. We are unable to accept applications after the closing date. Interviews will be scheduled for week beginning **Monday 3 January 2022**

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D u m f r i e s a n d G a l l o w a y C o u n c i l

# Contact Us

The information referred to in this document is intended to provide you with the means to make an informed and considered application.

For an informal discussion, please contact **Paul McCulloch, Property Estates and Programmes Manager 07867 206 287 or** [**paul.mcculloch@dumgal.gov.uk**](mailto:paul.mcculloch@dumgal.gov.uk)

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