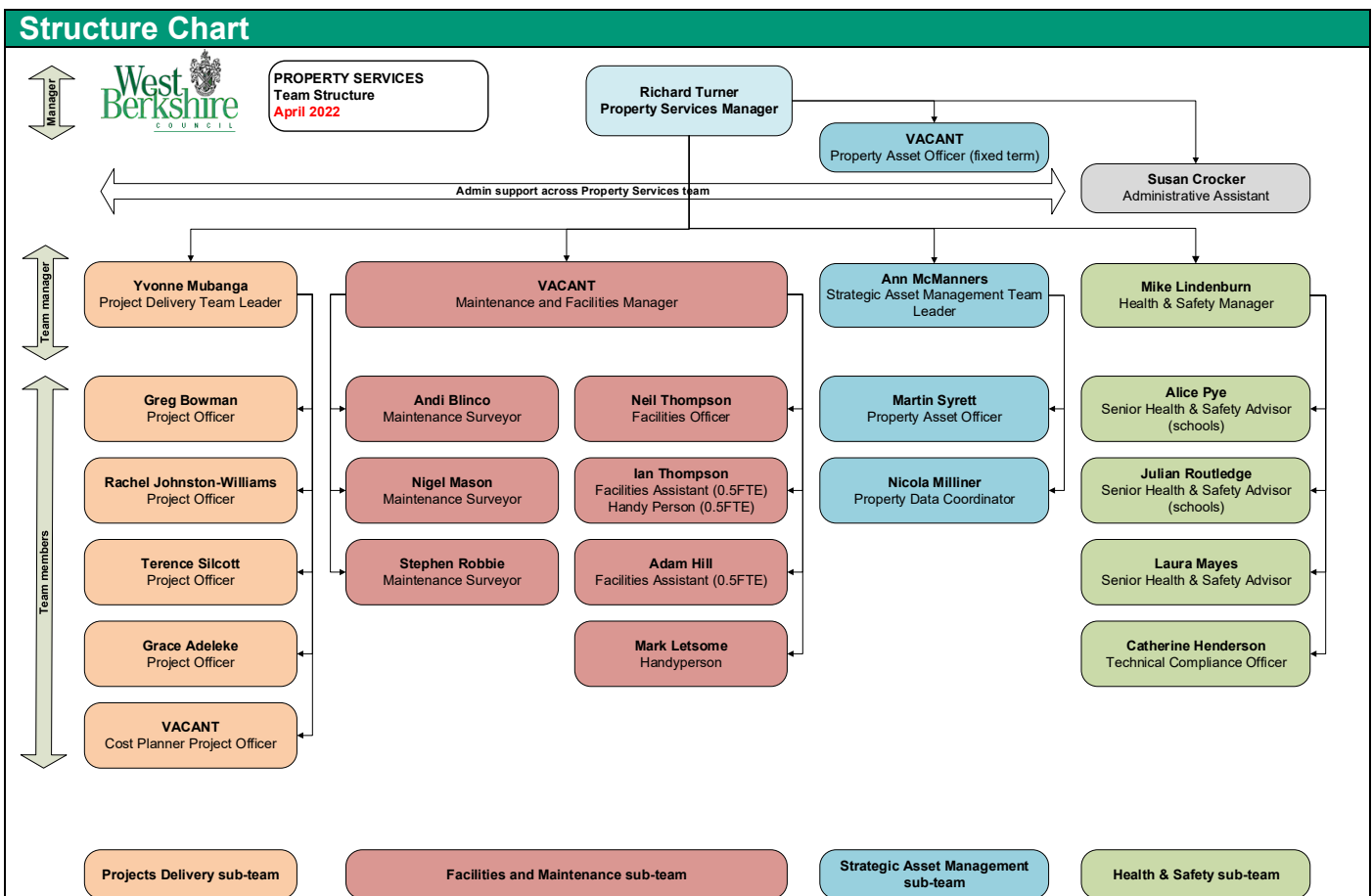


# Job Description and Person Specification

<b>Job title:</b>	Cost Planner Project Officer
<b>Directorate:</b>	Resources
<b>Service:</b>	Finance and Property
<b>Team:</b>	Property Services
<b>Post number:</b>	
<b>Salary grade:</b>	K
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Project Delivery Team Leader
<b>Supervises:</b>	N/a

**Job Purpose**

To offer professional advice on budget estimating for capital programmes, projects and maintenance projects, including setting budgets, business cases, spend profiling and reporting. Additionally to manage individual capital projects and capital maintenance projects.



## Main Duties and Responsibilities

- Work with budget managers to establish sufficient allocation of funding for both capital programmes and individual capital projects, to enable business cases to be presented for funding;
- Work with project teams including external Professional Quantity Surveyors (PQS) to ensure monthly, quarterly and annual project spend forecasts accurately align with project programmes;
- Produce and maintain a formal cost monitoring system for the programme of capital projects managed by the Property Service Team;
- Work with the Projects Delivery Team Leader on all aspects of cost monitoring and cost planning;
- Work with the Projects Delivery Team Leader to create spend profiles for the Capital Maintenance Programme and routine monthly spend monitoring and reporting;
- Work with Project Officers and PQS's to establish, maintain and monitor spend profiles for capital projects, set against programmes/schedules;
- Work with project teams and PQS's to identify value engineering (VE) opportunities on projects and cost benefit of VE solutions;
- To advise and assist Project Officers in their regular cost reporting responsibilities;
- Offer professional advice on occasion across other areas of Property Services on matters related to cost planning (eg: procurement, suppliers, asset management, facilities management);
- Act in the role of Project Officer on identified capital projects/capital maintenance projects, managing projects in accordance with the council's Project Management Methodology (PMM);
- To utilise and implement effective use of the Project Management Methodology in delivery of capital projects.
- To continuously improve and assist in ensuring all key performance indicators and other set objectives are exceeded where possible.
- Professionally manage delivery of projects by external consultants and contractors and ensure that all contracted parties fully meet appropriate standards, terms and conditions of their engagement.
- To assist in developing and improving all processes and procedures relating to the management of the Council's property portfolio.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity;
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others;
- Adhere to the standards set out in the WBC competency framework.

**Scope (impact on/control of resources, people, money etc)**
**Financial Accountabilities**

Budgets directly controlled : None

Advising on projects costs ranging from: £10,000 to £5m+

Budgets monitored on day to day basis as Project Officer: Up to £7,000,000

**Staff Responsibilities**

Number of employees supervised: None

**Person Specification**
**Essential/  
Desirable**
**Internal  
Use Only**
**Qualifications**

Professional qualification is construction Cost Management	Essential	1
Professional qualification in construction Project Management	Desirable	1
Chartered membership of professional institute aligned with cost management (eg – RICS)	Desirable	2
Formal qualification in health and safety issues affecting buildings and construction sites (eg – NEBOSH)	Desirable	3

**Experience**

A minimum of 5 years post qualification experience in a construction cost planning role	Essential	1
A minimum of 3 years' experience working in construction project management	Essential	2
A minimum of 3 years of experience working in a public sector or client side organisation.	Desirable	1

**Knowledge and understanding**

Sound knowledge and understanding of financial planning, budget monitoring and construction cost control	Essential	1
Detailed knowledge of construction budget management including cost planning for maintenance programmes and spend profiling across multiple projects.	Essential	2
Detailed knowledge of budget setting, monitoring and cost risk management.	Essential	3
Demonstrable evidence of construction project management experience with an understanding of Prince 2 standards or equivalent.	Essential	4
Ability to identify and lead a multidisciplinary team required for construction projects	Essential	5
Understanding of the local government environment	Desirable	1

**Skills and abilities**

Ability to use Outlook, and a web browser to access information	Essential	1
Ability to use Microsoft Office (Word, Excel, PowerPoint, Microsoft Project, etc)	Essential	2
Ability to understand and use specialist cost planning tools (eg – RICS – BCIS)	Desirable	1
Ability to understand and interpret cost reports, cost estimates and construction tender returns.	Essential	3

<b>Work-related personal qualities</b>		
Ability to prioritise and manage a large and varied workload within tight deadlines.	Essential	1
Ability to work within a multi-disciplinary team and lead projects, offering specialist professional advice to others.	Essential	2
<b>Other work-related requirements</b>		
Enhanced DBS check with relevant barred list/s	No	n/a
Is this post politically restricted?	No	n/a
Full driving license and able to make regular and frequent site visits at various locations.	Essential	1
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential	2