

JOB DESCRIPTION

SERVICE:	Development
SECTION:	Strategic Investment Frameworks (SIF) Place & Sites Delivery Team (PSDT)
JOB TITLE:	Professional Services Manager
RESPONSIBLE TO:	SIF Delivery Manager <i>(to be confirmed)</i>
SUPERVISORY RESPONSIBILITY:	Sustainability and Low Carbon Advisor Development Planning Officer (1.5) RICS Development Surveyor Urban Designer Senior Administrator

KEY RELATIONSHIPS:

Internal: Chief Executive, Head of Development, Head of Corporate Services, members of the PSDT and other employees of Cornwall Development Company (CDC).

External: Chief Officers and equivalent senior officers within Cornwall Council, Local Enterprise Partnership, Government Departments, voluntary and private sectors, local and national development agencies

MAIN PURPOSE OF THE JOB:

To oversee the provision of the professional services required to ensure the successful implementation of the 7 Strategic Investment Frameworks (SIFs) under Priority 4 of the EU Convergence Programme for Cornwall and the Isles of Scilly. To ensure that key investment opportunities and physical regeneration projects identified by the SIF partnership are delivered as part of the SIF Programme within agreed timeframes.

KEY TASKS:

- To ensure that professional services are provided to the highest technical standards in support of the delivery of the 7 identified SIFs.
- To manage the work of the Professional Services Team, ensuring appropriate prioritisation of projects and tasks.
- To provide advice, guidance and support to members of the SIF team, particularly SIF Co-ordinators, on the progression of individual projects, including the development of project plans and budgets.
- To ensure projects being promoted for ERDF Convergence funding within the SIF teams follow best practice for professional input and are being effectively delivered.

- To initiate the process of project feasibility and development, by commissioning consultants to bring forward project design through relevant RIBA stages, under strict cost control;
- To advise on and oversee the preparation of contract documents, competitive tendering and procurement processes as agreed with SIF Delivery Manager.
- To advise on and oversee the preparation of appropriate feasibility studies, master plans and design briefs for the SIF projects as agreed with local SIF Co-ordinator.
- To manage the SIF team development budget as allocated by the SIF Delivery Manager and ensure appropriate prioritisation of projects and tasks.
- To ensure appropriate financial and project management of SIF project development activities being undertaken by the SIF Team, drafting reports to support applications collating input from SIF team members as appropriate.
- To monitor the technical and financial aspects of project development activity within the SIF team and ensure compliance with technical, financial and legal criteria.
- To promote high standards of design and sustainable construction within all SIF projects.
- To maintain contacts within the development and construction industry, whilst keeping updated on market trends and policy changes.
- To recruit, manage and supervise direct reportees.
- To co-operate with and maintain productive working relationships with the Cornwall Council, DCLG and other key public, private and voluntary sector partners.

KEY RESULT AREAS:

- The provision of a high quality Professional Services resource to identified projects
- The facilitation of the delivery of annual Convergence funding targets for the delivery of the SIFs
- The facilitation of the delivery of allocated Convergence workspace, other output targets for the delivery of the SIFs and effective utilisation of the development funds for project development
- The timely reporting on progress of SIF delivery to internal and external stakeholders

PERSONAL & TEAM RESPONSIBILITIES:

- It is important that he/she is a good role model for staff and trainees and he/she projects a positive image to local employers.
- To be responsible for his/her own self-development on a continuous basis.
- To carry out at all times, his/her responsibilities with due regard to the Data Protection Act and current Data Protection policy.
- To carry out, at all times, his/her responsibilities with due regard to the Company's Equal Opportunities Policy.
- To work at all times within the code of the Health & Safety Act.

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

Good communication and organisation skills as well as self motivation and self confidence will remain essential qualities to fulfil this role.

In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company in your own or other departments. This would only be required if authorised by your Divisional Manager and subject to confirmation that precedence is given to your normal duties.

Date last reviewed: January 2012

Approved by manager: January 2012

Agreed with post holder:

Date Personnel informed: January 2012



PERSON SPECIFICATION

SERVICE: Development Services

SECTION: Strategic Investment Frameworks

Job Title: Professional Services Manager

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Significant post qualification experience</p> <p>Experience of line-management of a multi-disciplinary team</p> <p>Demonstrable understanding of public sector financial procedures & procurement</p> <p>Significant construction project management experience</p> <p>Knowledge and experience of European procurement regulations</p> <p>Successful track record of delivery of property/development projects in a large multi-disciplinary organisation</p> <p>Delivery of projects and services on time and within budget</p> <p>A demonstrable understanding of the principles of sustainable construction</p> <p>Computer literate</p>	<p>Knowledge of European Structural Funds and their operations</p> <p>Proven experience of liaison with the private, public and voluntary sectors</p> <p>Experience of commercial property transactions and of legal land contracts, joint ventures and planning agreements</p> <p>Awareness of the town planning system, local development plan making process and the preparation of master plans and development briefs</p>	<p>Application form / CV</p> <p>Interview</p> <p>References</p>
Education & Training	<p>Relevant Degree or equivalent</p> <p>Member of RICs (or ICE IOB RTPi with relevant project development experience) or equivalent experience</p>	<p>Management Qualification</p>	<p>Application form / CV</p> <p>Certification</p>
Special Knowledge &	<p>Analytical skills: the</p>	<p>Good knowledge of</p>	<p>Application form / CV</p>

<p>Skills</p>	<p>ability to analyse and sort complex data into an understandable form</p> <p>Good interpersonal written and verbal communication skills, with the ability to compose and explain complex issues in a clear and concise way to different audiences</p> <p>Financial management skills – ability to set, monitor and manage complex and detailed budgets, along with the ability to analyse complex financial cost plans</p> <p>Ability to successfully manage contracts and contractors/ consultants</p> <p>Ability to work on own initiative and also as a member of a team</p>	<p>Cornwall and its economic, environmental and social context</p>	<p>Interview</p> <p>References</p>
<p>Any Additional Factors</p>	<p>Willingness and ability to travel throughout the county</p> <p>Some working required outside normal office hours</p>		<p>Application form / CV</p> <p>Interview</p> <p>References</p>