**JOB PROFILE**

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| **Job Title** | Project Manager (Facilities) | **Reporting to** | Lead Manager |
| **Division** | Sports Development | **Department** | Facilities |

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| **Job Purpose** |
| To work as a member of the Facilities Development Team to develop and provide professional and technical advice and support internally to colleagues, and externally to local and national partners, clubs and community organisations in relation to the design, funding and construction of sports facilities, at local, regional and national levels. To project manage a number of projects supported from **sport**scotland’s investment programmes such as Sports Facilities Fund (SFF), Cycling Facilities Fund (CFF) and Transforming Scottish Indoor Tennis Fund (TSIT). |

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| **Resource Management** |
| **Direct Reports:** 0**Staff Reporting to Direct Reports:** 0**Contractors:** 0**Level of Budgetary Responsibility:**  Approve payments on funded projects. Typically, value of payments will range from c £10k to £500k. **Delegated Authority Level:** Level 1 – Authorise purchase orders up to a value of £5,000 |

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| **Key Responsibilities & Accountabilities** |
| * Manage **sport**scotland’s investment into capital facility projects with our partners across both Local and Training/Competition facilities in programmes such as the SFF, CFF and TSIT, and development/upgrading at our National Centres
* Manage projects from **sport**scotland’s capital investment programmes, covering a diverse range of facilities (swimming pools, sports halls, both natural grass and synthetic grass pitches, fitness facilities, ice rinks, athletics tracks, golf courses, pump tracks etc.) including:
* Technical design assessment and evaluation of projects
* Co-ordination of all other project assessment areas and creation of papers and recommendations for investment meetings, attendance at investment meetings as required
* Providing advice at all stages of project development
* Drafting terms and conditions for awards and ensuring subsequent compliance during the implementation of projects by award recipients
* Preparing project briefs and selection of consultants using **sport**scotland’s standard ‘best value’ evaluation
* Managing and liaising with consultants and project clients to support the development of their projects
* Liaising with project contact where a funding request has been unsuccessful as required
* Attendance at client, design, site and similar meetings to monitor progress
* Inspection of work on site and approving project claims for payment
* Financial management of the delegated projects
* Issuing Client instructions as required
* Represent **sport**scotland at facilities opening ceremonies, contributing to, and reviewing press releases etc.
* Provide advice and support internally to colleagues, and externally to local and national partners, consultants, clubs, and community organisations. This includes preparation of Technical Digests, Data Sheets, seminar papers, presentations etc.
* Create and develop effective partnerships with appropriate individuals and key external agencies at a local, regional, and national level
* Add value to the work of local authorities, governing bodies and other key partners, including managing the inputs and outputs of partnership agreements
* Ensure effective communication processes are developed and maintained with key agencies including Scottish Government, Scottish Governing Bodies of sport, Local Authorities, leisure trusts, the private and voluntary sector and partners in education and health
* Work with internal colleagues from Sports Development, High Performance and Corporate Services to co-ordinate annual investment decisions and/or programme development areas
* Ensure that the design and delivery of **sport**scotland projects are effectively integrated across the width of the corporate plan objectives and across all teams within **sport**scotland
* Work with the appropriate management team and colleagues in the other directorates to establish the future direction of specific **sport**scotland programmes, projects and policies
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| **Knowledge & Experience** |
| **Knowledge (Essential)*** Sound understanding of the construction industry acting as the technical expert in some areas (such as swimming pools, disabled riding facilities) – trends in sports facilities/installations and the market generally
* Change management skills
* Ability to effectively communicate, directly influence, and negotiate with a broad spectrum of key partners and stakeholders, both internally and externally, undertaking an advocacy role as required
* Ability to create and update intellectual resources, such as technical digests and data sheets for dissemination on the website (e.g. School Sports Facilities and Underfloor Heating in Sports Halls
* Awareness of changes to building materials/techniques/laws/process and help partners understand implications
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| **Experience (essential)*** Strong post-qualification experience within the building/construction industries
* Experience of working as part of a multi-disciplinary professional team
* Experience of managing projects and ideally budgets and/or funds, ideally across both the public and private sectors, providing advice, persuading, and influencing, adding value beyond written standards

**Experience (Desirable)*** Some exposure to or work experience with local authorities, leisure trusts, sport related organisations and facilities
* Experience of financial assessment, business planning and operational viability appraisal
* CAD experience
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| **QUALIFICATIONS** * Educated to degree-level or equivalent in a relevant discipline (Architecture, Building Surveying or Civil Engineering), or equivalent relevant experience
* Current membership of a relevant professional body i.e., ARB, RICS, ICE, or equivalent experience
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| **Key Competencies** |
| **Leadership** * Articulates a vision that generates excitement, enthusiasm and commitment
* Accepts responsibility for decisions and actions, including difficult but necessary ones
* Demonstrates enthusiasm and energy for achieving business goals with a ‘can do’, ‘will do’ approach
* Leads understanding and adherence to the organisation’s processes, values and expected behaviours
* Encourages praise and recognition of success

**Judgement & Decisiveness*** Takes timely, impartial decisions based on best available evidence and analysis
* Uses a structured approach to developing solutions and reaches decisions through reasoned analysis
* Evaluates the extent to which a decision has major implications for others
* Analyses a range of data, drawing conclusions based on that data
* Identifies opportunities to take measured risks and manages consequences

**Continuous Improvement*** Contributes to and encourages innovation and generation of new ideas within their team
* Encourages team to generate and share ideas
* Offers new ideas and solutions to current challenges
* Tests new ideas with others
* Readily adopts new ways of working
* Gives recognition and responsibility to team members in order to build ownership of ideas
* Works with others to ensure that changes are sustainable and are embedded into the team practice

**Planning & Organising*** Uses appropriate planning against business goals to succeed in own role and provide direction for others
* Contributes to the development of the operational plans
* Explains the operational plans and plans aligned team objectives to ensure the best use of resources
* Takes responsibility for setting deadlines providing regular feedback on progress against the Plan to ensure there are no surprises
* Focuses and encourages others on delivering the Business/Operational Plans

**Results Focus*** Ensures that the team are aware of and comply with health and safety requirements
* Leads delivery at a team level by setting clear goals and measures
* Empowers others to achieve and holds them accountable against the agreed goals and timescales
* Supports and guides to ensure that a target or goal is met
* Can work with the Business to agree priorities when facing conflicting agendas
* Creates a sense of urgency about results on a personal and team level

**Problem Solving*** Is guided by organisational values and operating principles to help select possible approaches which may not align with established procedures
* Uses logic and analysis techniques to solve problems of increasing difficulty that impact across the organisation
* Quickly assimilates and makes sense of complex data, information, ideas and themes
* Coaches other to solve problems

**Working With Others*** Recognises or pre-empts any sources of conflict and assesses how best to manage situations, ensuring continued collaboration
* Builds a sense of team spirit, encouraging shared ownership of goals and deliverables
* Deals tactfully and confidently with people at all levels of the organisation (internally and externally) building collaborative relationships
* Resolves conflict within the team maximising the opportunities it presents
* Values and draws upon the contributions, experiences and background of others
* Communicates openly and honestly with others
* Builds relationships to gain support and buy-in

**Performance Management*** Manages day to day performance constructively, consistently, fairly and promptly
* Openly recognises and rewards good performance and ensures that individuals know that their work is important
* Acts quickly and fairly to address poor performance
* Provides encouragement and regular feedback on performance
* Demonstrates the importance of performance management by agreeing SMART objectives with team members, monitoring performance, providing feedback and engaging in developmental discussions
* Quickly takes the appropriate action to deal with those who breach organisational standards and behavioural expectations

**Developing Self & Others*** Supports the achievements made within the demands of the role
* Helps people to learn from mistakes in support of a learning culture
* Selects the best method to meet the learning needs of the individual, coaching/supporting as appropriate
* Knows individuals’ strengths and weaknesses and allocates work to provide them with opportunities to develop and improve
* Seeks multiple ways to support their own development and that of their team
* Prioritises the learning and development needs of individuals and teams to meet the role requirements
* Undertakes continuous professional development to meet the needs of their role and to provide best practice service
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