

Recruitment Information Pack

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| Job Title | Project Manager |
| Reference No | 456.49 |
| Location | West Lothian Civic Centre |
| Hours | 36 |
| Salary | £37,747 - £41,482 |
| Status | Permanent |

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.



Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the council's compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.



If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the [Information Commissioner's Office](#).

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email

DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the [Information Commissioner's Office](#).



West Lothian Council is committed to paying its employees a fair wage and, as part of this commitment in April 2016, the Council became a Living Wage accredited employer. This means that the council pays the Living Wage rate to all employees earning less than £8.75 per hour and has made an on-going commitment to ensure that it continues to pay the Living Wage in years to come

About Finance and Property Services

Finance and Property Services is one of the council's key enabling services, ensuring that the council can continue to provide high quality front line service, deliver outcomes and fulfil the needs of communities.

Audit, Risk and Counter Fraud Unit

Audit and Risk Management is responsible for ensuring that there is a corporate framework in place to enable the council to effectively manage its key risks. The unit also audits key risks, performance information and reviews matters of concern, this includes investigations into allegations of fraud or irregularity. Following an audit action plans are agreed with each service to address any identified issues.

Financial Management Unit

Financial Management Unit provides a wide range of financial services and is responsible for both short and long term financial strategy for both revenue and capital resource. Other core activities support and enable service delivery across the council and include insurance cover and advice, VAT and treasury management, accounts payable as well as budget preparation and monitoring.

Property Services

Property Services delivers a range of asset management services for internal and external customers, from the strategic direction of the council's property portfolio through to management of utilities and operational property budgets. The unit is also involved in the development of property to promote economic activity in support of local business and industry. Professional services include valuation of land and property, as well as maintenance of property records. It also provides multi-disciplinary professional and technical construction related services, with a strong corporate approach to the lifecycle management of the council's assets.



Revenues Unit

The Revenues Unit is responsible for council tax and business rates billing and collection, the administration of housing benefit, council tax reduction scheme and the Scottish welfare fund. The unit provides a front line service to recipients of benefits which includes, processing claims, assessing benefits as well as payments to claimants and landlords. The unit is responsible for rent collection and all miscellaneous income.

Advice Shop

The Advice Shop is a free, impartial and confidential service to help the people of West Lothian with a focus to alleviate poverty and to promote inclusion and equality through advice assistance and advocacy.

Council Strategies

Finance and Property Services has responsibility for the development and implementation of the council's Revenue Budget Strategy, Capital Strategy, Asset Management Strategy, Corporate Procurement Strategy and Risk Management Strategy.

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and



attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics



How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. . If you have started to apply for a post on line and the closing date is changed you will receive an email alert informing you of the revised closing date.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address, you can sign up for a free account through internet providers such as Yahoo, Hotmail or Goglemail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG



- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk



Terms and Conditions of Employment for Employees

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| Conditions of Service | Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council |
| Hours of Work | Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00. |
| Pay | Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1 st April each year, until you reach the top of the grade. |
| Annual Leave | Depending on length of service you will be entitled to either 25(180 hours) or 30 (216 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1 st January to 31 st December. |
| Public Holidays | There are 7 paid public holidays. Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements. |
| Sickness Absence | Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees. |
| Pension | You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary. |
| Appraisal Development Review | All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year. |



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| Employee Benefits | <p>The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Childcare vouchers are offered and employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure.</p> <p>To promote the council's commitment to having a healthy workforce, counselling and physiotherapy are also offered to employees.</p> |
| Pool Cars | <p>The council provides access to pool cars for employees who need to drive as part of their job.</p> |
| Trade Union | <p>The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.</p> |
| Health and Safety | <p>The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.</p> |



Job Description

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| POST TITLE: | PROJECT MANAGER |
| SERVICE: | PROPERTY SERVICES – CAPITAL PROGRAMME AND PROJECTS |
| REPORTS TO: | PROJECT TEAM LEADER |
| LOCATION: | WEST LOTHIAN CIVIC CENTRE |
| JOB PURPOSE AND SCOPE: | |
| <p>To develop client briefing requirements, procure and liaise with external consultant design teams to ensure that quality of design meets West Lothian Council briefing requirements and that projects progress on programme and budget and in accordance with relevant governance requirements.</p> <p>Property Services provide a range of professional and technical services for the council. The post holder is expected to undertake all such areas of work across that range as allocated to them and to assist the Property Services Manager to ensure that construction and design services are provided to meet customer expectations and satisfy all necessary quality standards.</p> <p>You will support the delivery of the Council's ambitious capital programme as part of our in-house multi-disciplinary Property Services Team to ensure projects are delivered on programme, within budget, in accordance with governance arrangements and reporting controls and to specified quality standards with best value delivery that meets the needs of our communities now and in the future.</p> <p>You will have experience of dealing with a broad range of stakeholders both internal and external and of delivery of the following project types – Education, Housing, Hub and Community projects.</p> | |
| MAIN DUTIES: | % OF TIME |
| <p>Act as principal lead for delivering smaller, or less complex projects in the Capital Programme.</p> <p>Lead on work packages and the delivery of tasks and actions relating to larger projects, supporting Projects Team Leader and the Capital Programme Principal.</p> <p>Assess the appropriateness of proposals and designs put forward by external consultants in the context of the ambitions of the Capital programme and the priorities of each service/client.</p> <p>Coordinate programme and cost information from external consultants as part of the councils programme monitoring processes.</p> <p>Be responsible for the day to day management and effective implementation of projects in which you are taking the lead. Be responsible for the overall day to day financial administration of the project.</p> <p>Contribute to procurement of advisors and contractors and provide advice and guidance on project specification. Formulate solutions to project issues as they arise and escalate issues where appropriate, with input from colleagues where appropriate.</p> <p>Manage reporting on projects to the Projects Team Leader and the Capital Programme Principal, communicating progress of project delivery through the preparation of appropriate documentation.</p> <p>Monitor on site works and liaise with professional agents, contractors, funding partners and stakeholders in ensuring compliance with funding conditions and agreed contracts.</p> | <p>70% below</p> |

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| <p>Carry out regular reviews of framework consultants to ensure they are meeting the necessary standards.</p> <p>Establish and maintain appropriate project management systems in compliance with the Council's project management protocols.</p> <p>Effectively apply risk management principles to project delivery to allow appropriate allocation and management of risk by the Council and its partners.</p> <p>Ensure compliance with national and West Lothian Council policies on (inter alia) Health and Safety and Equal opportunities guidance, the requirements of the Data Protection Act, the Council's Financial Management regulations and other relevant Council and Government Regulations and Directives.</p> <p>Any other appropriate duties designated by management.</p> | <p>30% below</p> |
| <p>WORKING ENVIRONMENT:</p> <p>The jobholder is predominantly office based but there is a requirement to visit buildings that are often in construction site status for which appropriate PPE/protective clothing will be provided.</p> | |
| <p>PHYSICAL CO-ORDINATION:</p> <p>The jobholder is required to use a range of Microsoft Office packages and inputting data at their own speed. They will design and develop Excel spreadsheets for specific reports. A full clean driving licence is a requirement for the post.</p> | |
| <p>PHYSICAL EFFORT:</p> <p>The jobholder is predominantly seated at a desk or in meetings, some standing/walking is required to travel between meetings and around buildings and construction sites.</p> | |
| <p>MENTAL SKILLS:</p> <p>The jobholder will be required to manage multiple projects simultaneously and be able to monitor and evaluate risks that could affect a project's ability to deliver on time, in budget and to a pre-determined quality standard. The jobholder must be able to identify and implement solutions to emerging issues affecting a project and communicate well with the wider team and with project governance.</p> | |
| <p>CONCENTRATION:</p> <p>There will be varying milestone for a project to meet and prioritisation of resource and time will be required to ensure timely delivery of objectives. Project progress reports required regularly.</p> | |
| <p>COMMUNICATIONS SKILLS:</p> <p>The jobholder communicates with the wider team – including the client service in the Council - project governance structures – including Senior Responsible Officers, contractors and their sub-consultants who are seeking advice and guidance with regards to project specification. Regular flow of communications regarding project risks and progress is essential.</p> | |
| <p>DEALING WITH RELATIONSHIPS:</p> <p>The jobholder interacts on a regular basis with project teams and contractors as well as those overseeing the delivery of the project. The jobholder is not required to deal with people who are aggressive or abusive.</p> | |
| <p>RESPONSIBILITY FOR EMPLOYEES:</p> | |



The jobholder has supervisory responsibility for Apprentices and Project Administrators and they will give instructions on their day to day tasks.

RESPONSIBILITY FOR SERVICES TO OTHERS:

The jobholder manages and implements the project on behalf of the client service within West Lothian Council. They are a key point of contact for those seeking the delivery of a capital project to enhance their service delivery.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The jobholder is responsible for day to day financial administration of the project and following established protocol when issues arise that affect a project budget.

The project manager is managing capital projects. The budgets for each project will vary but the project manager appointment is anticipated to not manage projects that have a value over £5m and many will have a lower value than that. The budgets are signed off by the authorising officer, normally Service Managers and for the Capital Programme this is the Property Manager. The Project Manager will receive monthly cost reports from contractors and will be responsible for ensuring they are staying on budget and completing internal cost reports for the Projects Team Leader. Where costs are increasing the postholder will need to follow the Change Control process.

RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES:

The jobholder must maintain up to date records in relation to a project in accordance with protocols set out within the team.

INITIATIVE & INDEPENDENCE:

The overall work plan, targets and priorities are determined by the Projects Team Leader and the Capital Programme Principal although is expected to work with some autonomy as a project manager. Day to day operational issues can be referred and advice sought from the Projects Team Leader and the Capital Programme Principal.

KNOWLEDGE:

Essential:

- A post graduate diploma and/or a Degree in Surveying, Project Management or other relevant discipline
- Experience which demonstrates the equivalent level of knowledge.
- Previous experience of working as a project manager on capital projects.
- Liaising and working with contractors and consultants.
- Demonstrating an understanding of the responsibilities of a project manager in relation to overall programme governance.
- Developed communication skills and strong interpersonal skills, for example good interaction and the ability to deliver interesting presentations.
- Working knowledge of statutory consents including planning and building warrant planning processes.
- A full clean driving licence.
- Knowledge of Microsoft office packages.

Desirable:

- Experience of working within education or local government property environment
- Chartered status in relevant discipline or working towards
- Liaising and working with contractors and consultants.
- Experience of working with outside agencies
- Knowledge of building related legislative requirements.

