



JOB DESCRIPTION

JOB TITLE:	CAPITAL BUILD PROJECT MANAGER
DEPARTMENT:	CORPORATE
CONTRACT TERMS:	FIXED TERM CONTRACT – 12 MONTHS INITIALLY FULL TIME, 37.5 PER WEEK, MONDAY TO FRIDAY
PAY:	£50,000 PER ANNUM
REPORTS TO:	CHIEF OPERATING OFFICER
ACCOUNTABLE TO:	CEO

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley. The organisation has in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and Young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

The In-patient Ward for adults currently has 7 beds. The Medical Service provides medical support to adult inpatient and outpatients, including ward rounds, admissions, home visits and MDT meetings.

There is an outpatient Adult Living Well Service, out-patient clinics along with Physiotherapy, Occupational Therapy and Wellbeing Services provided including Complementary Therapy, Counselling, bereavement and family and carers support, and Chaplaincy.

The Community Service comprises the Adult Hospice at Home Team and also a Care Home Support Team. The medical team provides support to this service by reviewing patients in clinics, at home and in nursing homes.

The Children's Hospice at Home service provides specialist nursing support as well as hands on nursing and short breaks to children with cancer or palliative care needs in their own homes. The medical support for the Children's team is provided by the children's own GP and the Consultants at the Tertiary centres in London

The population of the core area (Dartford, Gravesham and Swanley), where both adult and children's services are provided; is approximately 270,000 people, with over 45,000 adults above the age of 65 .

Role purpose

To work closely with internal and external Capital Build teams to ensure that the Capital Build is effectively managed and delivered, drawing on technical expertise from their own experience and liaising with external Project Management teams and with senior Construction organisation as and when required.

Assisting with managing key stakeholder relationships.

Acts as a primary point of contact for project teams and stakeholders and has day to day accountability for the service and solutions provided by Project Management Team.

To create and update internal project plans, monitoring and ensuring project progress remains on track, within timeline, requirements, and budget. Ensuring completion of project milestones and tasks.

To work effectively across the whole Organisation to ensure that stakeholders are effectively engaged and updated with regards the Capital Build, and the impact on services is appropriately minimised, agreed and communicated.

Work will include regular contact with internal and external stakeholders including clinical professionals, often handling sensitive, complex, contentious, and confidential issues.

Duties and Responsibilities

The post holder will be responsible for:

- Conducting project reviews, preparing, and distributing status reports, ensuring internal and external stakeholders receive adequate communication.
- Organising and facilitating project status, team and working meetings.
- Proactively assist in identifying, managing, and mitigating project risks.
- Effectively utilise project management tools for project tracking and communications.
- Coordinate site activities with commissioning, technical and site staff.
- Maintaining effective communication and relationships with subcontractors and suppliers, ensuring Stakeholders and the wider team are informed accurately about project progress and issues;
- Working internally and externally to deliver the Capital Build to time in the most cost-effective way. On time and on budget.
- Highlighting exceptions and risks to the CEO and Board, ensuring mitigating action is discussed, agreed and taken.
- Be responsible for health and safety of staff involved in the Capital Build project delivery and to ensure that all organisational health and safety policies are implemented and monitored.
- Ensuring all necessary risk assessments and health and safety risk assessments are completed and reviewed
- Working with the Director of Finance to ensure that financial reports with regards the Capital Build are presented to the Property Committee and Board as required.
- Constantly strive for value for money and greater efficiency in the use of budgets.
- Identifying and referring any issues, particularly those with political sensitivities, for decision to the CEO
- Comply with Organisation's Infection Control Policies and minimise the risk of healthcare associated infections.
- Undertake occasional activity outside of office hours where for example projects involve "out of hours" construction or attendance at off-site courses dictates.
- Adapts and develops in line with the changing needs of the role,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- Follows all Organisational policies and procedures,

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,

- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- To be aware of the staff values of the ellenor and to behave as a fit representative.

Internal Key relationships

- CEO
- Property Committee
- Clinical Teams
- Facilities Teams
- Executive Team
- Marketing and Communications Team

External Key relationships (this list is not exhaustive but identifies some of the key stakeholders)

- Principle and sub-contractors
- Utilities Companies
- Kent County Council
- Neighbours

The duties outlined above are not definitive and may be changed in accordance with the needs of the organisation.

Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

Postholder's Name

Postholder's Signature Date

Manager's Name

Manager's Signature Date

This Job Description will be reviewed on a regular basis

**PERSON SPECIFICATION
PROJECT MANAGER**

	Essential	Desirable	Application/ Interview
EDUCATION AND TRAINING			
Qualification project management, PRINCE 2 or equivalent	X		A
Qualification in related field	X		A
Member of the Association of Project Managers APM		x	A
EXPERIENCE			
Managing complex projects involving multiple internal and external stakeholders	x		A/I
Facilities management	x		A/I
Managing large budgets, high level of financial acumen	x		A/I
Change management experience		x	A/I
Interpreting plans, project plans, specification documents , reports	x		A/I
Managing project risks and identifying health and safety concerns	x		A/I
Experience in the construction or related industry		x	A
KNOWLEDGE AND SKILLS			
Process oriented with good organisational skills, attention to detail and focus on controls.	x		I
Strong time management, and problem-solving skills	x		I
Strong collaborator and team player with ability to interface with multiple teams and functions.	x		A/I
Strong communication and presentation skills.	x		I
Ability to multi-task and manage various project elements simultaneously.	x		I
Understanding of the Construction Design and Management Regulations (CDM)		x	A/I

Proficient in using Microsoft Suite O365 (Project, Excel, Word, PowerPoint).	x		A/I
PERSONALITY AND DISPOSITION			
Self-motivated, holds high level of accountability for themselves	x		I
Capacity to operate in a fast paced, delivery focused working environment.	x		I
Comfortable working with various disciplines and management levels.	x		I
SPECIAL CIRCUMSTANCES			
Must be able to be on-site to meet the demands of the role	x		A/I