



Project Manager Brief November 2022

1. Introduction

This brief sets out the requirements for a Project Manager to oversee the direction, coordination, implementation and delivery of Tenterden Town Council's (TTC) project portfolio, which includes (but is not limited to) the Tenterden Recreation Ground Re-ordering, and Town Hall refurbishment/restoration. Applications are invited both from experienced project managers applying as individuals and from companies who specialise in providing project management services.

2. Background

Tenterden Town Council will spend in excess of £3 million on a range of projects which will play a big role in the town's regeneration. Projects include the re-ordering of Tenterden recreation ground, to include the provision of a skate park, youth hub, improved play areas, tennis courts and improved landscaping. The second significant project involves renovations to Tenterden Town Hall to achieve a sustainable, community-based building, which is welcoming and accessible to all; whilst addressing issues arising from the declining state of the building. Funds will be supplemented by outside grant funding, Section 106 developer funds and an application to the Public Works Loan Board. Further detail of these projects are provided separately.

3. The role

TTC requires an experienced Project Manager to drive forward and oversee all elements of town council projects, including the management and co-ordination of inter-related tasks and processes, administration of contracts and stringent financial management, with adherence to all relevant legislation and regulations as applicable to local councils. The Project Manager will liaise and work with town council staff and councillors and will provide regular reports to the town council on project progress, highlighting any areas of concern and providing suggested solutions.

4. Responsibilities

In order to deliver projects within proposed timeframes, the Project Manager will:

- a) draw up project plan, objectives, outcome and budget with staged deliveries for council approval;
- b) agree a benefits realisation plan with council;
- c) deliver agreed outcomes within the project plan timetable and budget, consistent with the spirit and objectives of the project;
- d) implement process for escalation and resolution of issues that need to be resolved by the town council;
- e) highlight officer and council responsibilities;
- f) set up a project control system and risk management register;
- g) issue contract briefs and manage the recruitment, selection and task management process;
- h) prepare regular reports to council on progress, highlighting problems and presenting solutions;
- i) recommend to council formal sign off process for deliverables as fit for purpose;
- j) manage the town council's policies and statutory obligations including, but not exclusive to - contracts and financial management, health and safety matters, Freedom of Information and GDPR.

5. Reporting

The Project Manager will report to the Town Clerk, or in their absence to the Deputy Town Clerk.

6. Experience and competencies

- a) Proven track record of managing projects to time and budget.
- b) Skilled at using IT for project management, collaboration, and electronic communication.
- c) Experience of managing budgets.
- d) Supplier and contractor management.
- e) Experience of staging payments against delivery
- f) Ability to challenge resource/material costs submitted by contractors.
- g) Experience of local government procurement.
- h) Skilled in dealing with a wide range of people (professional, volunteers, local community etc.)
- i) Experience of working in partnership with and coordinating the work of other organisations.
- j) Membership of the Association for Project Management could be an advantage (although not essential).

7. Selection criteria

The following selection criteria will be used:

- understanding of the brief and extent of response to it;
- proven experience of managing similar projects;
- proven experience of managing contracts;
- references from similar work.

8. Remuneration

To be determined, dependent on qualifications and experience.

9. Application

To apply, please e-mail a CV or proposal with a covering letter responding to the brief.

Please provide details of two projects managed within the last 3 years to include a summary of the role played, cost and scope of the project.

E-mail applications to:

Debbie Baines, Town Clerk

townclerk@tenterdentowncouncil.gov.uk

Closing Date: Monday 28th November 2022 at midday.