

## Contracts/Relationship Manager

### Join us – Make a difference to our communities

Are you an experienced Property Manager within the construction industry or wider property environment, ideally RICS or CIOB qualified? Are you experienced in delivering a high quality service to others? If so come and join our Economy Planning and Place team and help make a difference to the lives of the residents within West Sussex.

### About the Job

Working to the Head of Development you will be responsible for the effective delivery of the Council's Capital Programme valued at £400m. You will manage and develop the Council's Capital Planning and Projects Service in accordance with regulatory and best practice principals, liaising with relevant stakeholders, developers and District Councils to maximise opportunities for capital investment.

### What you'll need to succeed

With significant experience in the construction field or similar, you will need the ability to make sound pragmatic problem solving decisions, able to challenge existing practices and identify innovative solutions. With excellent communication skills and an ability to successfully influence and persuade others as well as ability to negotiate effective business solutions, ideally in a political environment.

### Job Details

<b>Grade:</b>	Hay B
<b>Directorate Group:</b>	Economy, Planning & Place
<b>Location:</b>	County Hall, Chichester

## Person Specification (These will be used as the shortlisting criteria)

### Key skills

1. Ability to make sound pragmatic problem solving decisions; to analyse and make judgements based on principles to tackle difficult problems of a technical, professional, resource or people nature.
2. Detailed practical knowledge of complex theories including relevant technical knowledge to formulate and develop policies, processes and guidance.
3. Ability to challenge existing practices and identify innovative solutions.
4. Effective research, evaluation and interpretation skills to derive conclusions and plan for the year ahead.
5. Excellent communication skills with the ability to successfully influence and persuade others and negotiate effective business solutions.

### Qualifications and/or experience

- Post graduate professional qualification relevant either to management or to the professional service specialism (i.e. RICS or CIOB); or equivalent level of significant experience demonstrating comprehensive application of relevant knowledge.
- Construction related professional qualification/membership or equivalent high level experience of involved practices.
- Extensive experience of contract management and contract monitoring in the construction industry.
- Significant experience of monitoring and managing a large multi-million construction/development budget, contributing financially related decisions on high level spending.

## Key Responsibilities

Delivery of a challenging customer focused service, managing a large team.

Formulation and development of policies, processes and guidance.

Direct responsibility for a budget (typically around £2 million), and/or advisory impact on projects of up to £8m.

Developing the shape of future service provision and budgets, typically planning on a time horizon of around a year. This will include reviewing and recommending changes to systems, processes, procedures and practices;

Effective and efficient management of resources, including staff, operational resource deployment and recommending future resource needs over the short term.

Management of service delivery or specific reviews, projects and programmes on service/directorate provision through the use of effectively managed resources, within appropriate constraints.

Contribution to the realisation of service, group or team service improvements through the identification, design and implementation of developed solutions.



## Our Values

Our values are the base of every job role within West Sussex County Council and underpin the way we do things here. They demonstrate how we work and interact with each other, our customers and our partners on a daily basis and our selection processes are reflective of this. For further details visit the jobs pages of our website.

JD Code: H019

December 2018

