



Driver & Vehicle
Standards
Agency

Estates Project Manager

Reference: 361429

Closing Date: 22 September 2024

Location: Birmingham (Garretts Green), Bristol, Newcastle, Nottingham, Leeds

Salary: £32603

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million
driving tests each year



38.5 million
MOT certificates issued each year



2 million
theory tests each year



31,958
defective vehicles discovered each year

Why join DVSA?

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain's roads for a lifetime of driving.

I'm delighted that you're interested in joining the Corporate Services directorate at DVSA. We provide some of the functions that enable delivery of front-line services to the public. Working here you can be proud of the direct role you have in enabling the organisation to operate effectively, and providing support for the critical driver, vehicle and enforcement services at DVSA.

Corporate services includes teams responsible for:

- Estates; who ensure that we have the buildings and workspaces that we need,
- Deployment and planning; who carry out scheduling of front line operations, and make sure they have the equipment they need to do their jobs,
- Portfolio and project teams; who support and deliver projects and programmes across the agency, and
- Shared services; who provide the HR and finance systems needed for the organisation to operate effectively.

In Corporate Services we're looking for people who are keen to learn and develop, to share their experiences and skills with others, and to actively look for improvements in how we do things. We provide a very supportive environment where you are empowered to do your best work.

We want the people in Corporate Services to reflect the communities that we serve, so we really welcome applications from all backgrounds. You can read more about how we support you and your wellbeing later in this pack.

Thank you for your interest.



Carrie Dolan

Director of Corporate Services

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's
Responsible
Business Network



About the job

The purpose of the Estates Project Manager role is to support the Head of Property Investment to deliver and/or maintain an effective, efficient and sustainable estates portfolio supporting the needs of Corporate and Operational Business Functions. The Post-holder will report to the Estates Programme Manager and will lead the delivery of small and medium-sized property works projects.

The role is responsible for the successful delivery of property works projects across the DVSA estate. The role will be required to provide professional and technical advice and support and challenge internal (e.g. Finance, Procurement and Operations) and external stakeholders (e.g. DfT, Landlords, Planning Authorities etc.).

The role is responsible for the successful delivery of property projects, involving: customer liaison; writing the brief for works; obtaining appropriate internal approvals; the appointment, management and co-ordination of external service providers; stakeholder liaison; and project handover.

In addition, the post-holder will be expected to support the Estates Programme Manager/s and Head of Property Investment in delivering more complex, high value projects.

Activities may include:

Project Delivery

- Identify building/property related works and/or customer requirements, making recommendations and assessing priorities.
- Responsible for interpreting requirements and translating into a concise and accurate Client Brief for issue to external Service Providers.
- Be Subject Matter Expert for property maintenance, project/works delivery and Construction Design and Management Regulations (CDM 2015).
- Assess risks and issues and recommend solutions to protect/maintain building assets.
- Assess risks and issues and recommend solutions to ensure the safety and wellbeing of staff/visitors to DVSA premises.
- Commission feasibility studies to establish options and provide recommendations to Stakeholders or to higher grades.
- Commission and appoint Contractors to deliver RIBA Stages 0-7 activities and monitor progress against specification, budget and programme.
- Review, analyse and evaluate complex documents such as:

- project designs
- condition surveys
- Operation and Maintenance Manuals
- feasibility reports
- tender documentation
- and
 - Make recommendations for decisions
 - Propose / action solutions to problems
 - Propose changes and improvements to designs etc
- Project Management and Co-ordination of Service Providers and Contractors for property acquisition, fit outs, refurbishments and planned works.
- Negotiate positive outcomes and solutions to issues making appropriatedecisions (or escalate as appropriate).
- Balance workload and manage resources within the team to deliver works in accordance with agreed priorities and deadlines.
- Manage, coordinate and support planned and unplanned (Out of Scope)works activities via the Total Facilities Management (TFM) contract with Interserve FM.
- Support and/or manage complex property works and/or projects under supervision and support from senior colleagues.

Strategy

- Support the Head of Property Investment in the delivery of the Estates Strategy and Estates Team Plan by delivering small and medium sized projects/works required to maintain a 'fit for purpose' Estate.
- Provide information, briefings and papers to enable the Head of PropertyInvestment to engage with Executives and Corporate Senior Leaders (CSL's) to assess, develop, plan and agree Property Investment deliverables.
- Provide regular project and dashboard updates to Estates Delivery Board, Investment and Change Committee and other project boards as required.
- In scoping and prioritising works ensure they comply with agreed strategies, budgets and recognises constraints, dependencies, or restrictions.

Governance

- Ensure compliance with DVSA financial, procurement and contractmanagement policies and procedures when commissioning works by Specialist Service Partners and when tendering works and awarding contracts.
- Analyse quotations for works, Cost Estimates etc. to ensure compliancewith specification as well as value for money.
- Produce Business Cases for works below £100k and provide persuasive recommendations and/or solutions for approval.
- Provide financial (or other) data to support financial and departmental reporting requirements.

- Provide a challenge to expenditure requests from internal stakeholders to ensure value for money, legislative compliance and DVSA policy decisions.
- Research and investigate options for solutions to technical property or project related problems/issues.
- Approve changes or escalate recommendations for approval in the management of NEC contracts, such as Compensation Events, Early Warnings and Defect notices (within agreed delegated authority limits).
- Provide specific data and information required for Property Investment Business Cases.

Stakeholder Management

- Represent Estates Property Investment Team at meetings with internal and external stakeholders.
- Communicate with all key stakeholders, including having responsibility for chairing project meetings.
- Engage with internal and external stakeholders to develop best practice processes.
- Engage with stakeholders and peers both within and outside of DVSA to share best practice and lessons learned.
- Provide Professional and Technical Advice, Support and Challenge to internal stakeholders regarding planned and unplanned works proposals and works projects.
- Negotiate successful outcomes or resolutions at Stakeholder meetings.
- Provide clear and specific general and technical instructions (e.g. client brief, feedback on proposals etc.) to external stakeholders and service providers.

Management

- Demonstrate leadership by providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and uphold the reputation of the Agency, Department and Civil Service.
- Work in collaboration with other managers across all functions for the good of the DVSA and create a high performing and well-respected Agency.

Relationships – internal and external

- Reports to Programme Manager.
- Works closely with the following to clarify requirements and resolve issues with risk, dependencies and constraints:
 - Senior stakeholders across DVSA
 - Estates colleagues
 - Commercial colleagues

- Liaises with Suppliers and Service Providers to deliver successful project outcomes.
- Liaises with DfT, GDS, Cabinet Office and other Government Departments.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Project Management experience and skills
- Experience in property management
- Experience in contract management
- Experience and knowledge of property legislation and estates management
- Proven resource management skills – financial, personnel and property related
- Good interpersonal skills
- Working knowledge of project management contracts such as New Engineering Works (NEC) or the Joint Contracts Tribunal (JCT).
- Willingness to travel across the UK with some overnight stays possible when necessary and holds a full current driving licence

Mandatory Qualifications:

- Prince 2 Foundation or Practitioner or willingness to work towards

Further Information:

This role can be based in [Bristol](#) /[Birmingham](#) (Garretts Green), [Nottingham](#), [Newcastle](#) or [Leeds](#) . Your presence at one of these locations will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our expectation is that you will spend a minimum 60% of your time at your base location. Visits to other DVSA sites or work locations count towards this.

You will be required to travel across the UK with some overnight stays.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) and Technical skills during the selection process.

Behaviours

- Changing and Improving
- Making Effective Decisions
- Managing a Quality Service
- Working Together

Technical

- Government Property Professional - Interpretations and analysis of data to inform decision making (Level – Practitioner)
- Government Property Professional - Understanding and complying with statutory, Regulatory & Professional Requirements (Level – Practitioner)

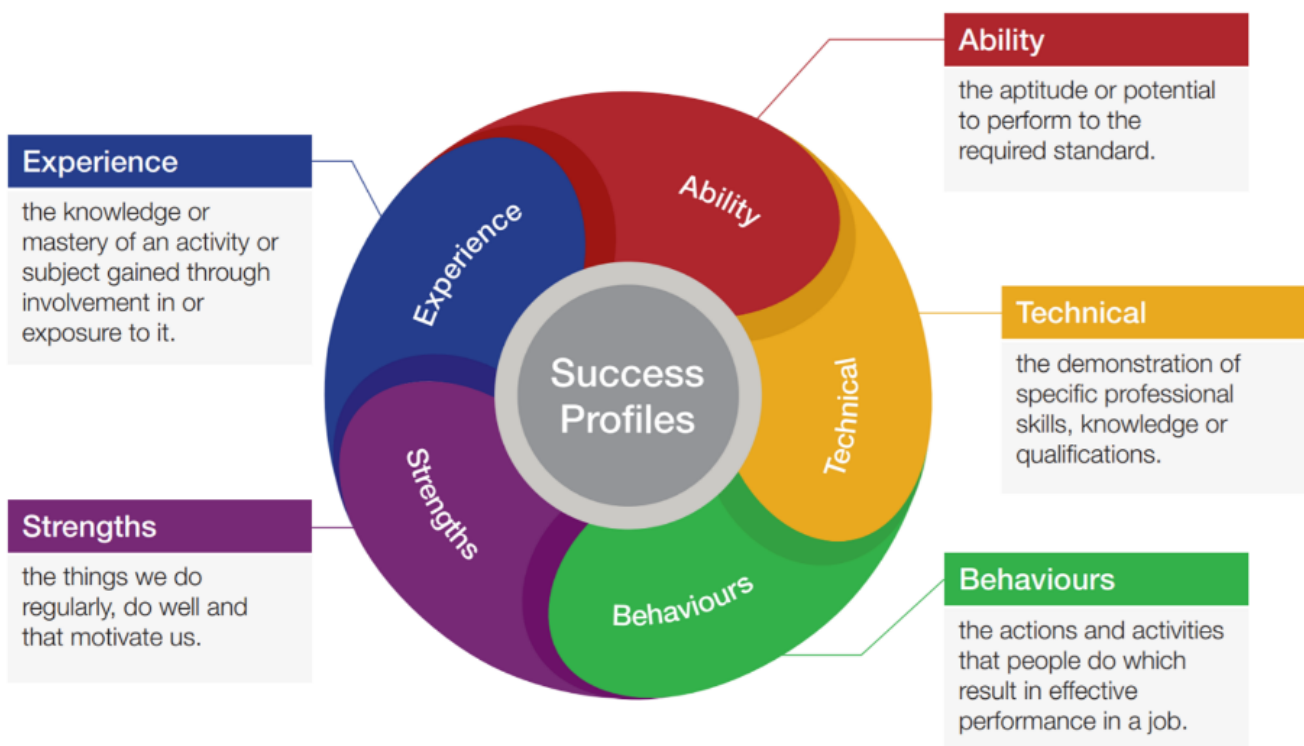
Success Profile Level 3

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1250 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV/Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

We've designed the selection process specifically for this role.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 22 September 2024

Shortlisting: 23 September 2024

Interviews: Week commencing 7 October 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
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DVSA
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NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: Adam.Casey@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**