

Job Description

Job Title: Project Manager – Project Delivery
Directorate: Place & Economy
Responsible to: Team Leader- Project Delivery
Grade: P3

Overall purpose of the job

The development and delivery of new transport infrastructure is vital to the future economic wellbeing of Cambridgeshire.

The skills required to deliver a programme of projects are considerable and require detailed engineering knowledge and understanding of project and programme management, procurement and commissioning of highway projects, stakeholder engagement, land negotiation, transport planning and statutory legal processes. Importantly, the Project Manager has responsibility for driving forward innovative ideas across a programme of schemes and for the performance of their delivery team. The role is vital in ensuring effective and efficient delivery of schemes across a wide range of transport projects.

In addition, the role requires a strong ability to bring together a wide range of stakeholder groups including Parish and District Councils, resident and campaign groups and businesses, setting delivery outcomes for projects and defining service outcomes across a range of needs – e.g. community engagement and maximising contract savings and achieving value for money.

The role supports the Project Team Leader and other managers within Place & Economy in delivering the Council and Directorate's objectives, through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

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1.	Project Management Expertise 25% Provide leadership support within the Project Delivery Highways Service team to ensure the effective delivery of projects that improve the transport infrastructure network. Provide advice to those within Place & Economy on highway engineering, project and programme management, procurement, community engagement and delivery of the improvements and maintenance of the transport infrastructure network. Provide and prepare detailed technical reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements. Direct, guide and manage project delivery to ensure that objectives are delivered

	<p>for the project to high quality, forecast delivery times and budget targets.</p> <p>Lead on key aspects of project expertise within the Project Delivery Highways Service for commissioned projects in order to ensure the highest level of knowledge, experience and expertise are used in resolving issues and enquiries.</p> <p>Manage the technical approval of Project Delivery Highway Service projects taking account of detailed design, procurement, programme and customer consultation.</p> <p>Knowledge and understanding of the road safety audit process and reviewing and implementing as appropriate.</p> <p>Develop efficient and effective processes for the review of projects, reporting progress, risk, actual and forecast cost and target completion to the Programme Board.</p> <p>Implement robust programmes for all projects, with appropriate change control processes and utilising suitable project management software packages to manage programme delivery, such as MS Project.</p> <p>Plan, manage and lead projects, initiatives and events, ensuring the effective co-ordination and integration of organisation and service activities and securing active engagement by identified participants in order to meet project goals and the Council's objectives.</p> <p>Devise, implement and manage systems for the delivery of projects which engage directly and appropriately with colleagues, partners and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes.</p> <p>Inspire others to contribute to corporate projects in order to see the delivery of better outcomes</p>
2.	<p>Programme Management, Procurement and Delivery 20%</p> <p>Actively contribute with colleagues across the directorate, the Council and our partners to ensure projects are delivered in the most efficient, effective and co-ordinated manner and represent Value For Money (VFM).</p> <p>Provide the Project Team Leader with robust forward and integrated work programmes embedded with clarity in decision making, timelines, and control processes.</p> <p>Take responsibility in ensuring major contracts are procured to maximum effect, achieve VFM targets through the stages of contract development either through the Highway Services Contract, Eastern Highways Alliance or NEC 3/4 contract environment and tendering process.</p> <p>Ensure all measures are incorporated in projects and work programmes to minimise and mitigate any risk and adverse impact on the environment,</p>

	<p>communities and businesses.</p> <p>Ensure projects and work programmes take due regard for the needs of all users of the network, especially those who are vulnerable or have particular needs.</p> <p>Advise Councillors informally, and through formal reports, on the planning and delivery of individual projects and the development and delivery of the work programme.</p>
3.	<p>Financial, Contract and Risk Management 15%</p> <p>Take active responsibility with the Project Team Leader for the control and monitoring of the capital programme. Ensure monthly progress reports on actual and forecast expenditure are prepared and submitted in a timely way. Report any variances to the Project Team Leader.</p> <p>Report on a monthly basis the forward expenditure plan for projects, identify expenditure shortfalls and capitalise on alternative funding options.</p> <p>Maintain and improve the transport infrastructure network whilst ensuring expenditure is within agreed tolerances of approved budgets.</p> <p>Identify financial pressures and take action, agreed with the Project Team Leader to manage and mitigate those pressures.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines for each project. Ensure programmes reflect all highlighted risks.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p> <p>Ensure contractual processes are fully complied with and followed.</p> <p>Provide advice and support across the Place & Economy on the Construction Design and Management Regulations.</p>
4.	<p>Partnership Working 10%</p> <p>Engage fully with key partners such as our highway service provider, District and Parish Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver maintenance and infrastructure projects that meet the Council's and partners' objectives.</p> <p>Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.</p>

	Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness	
5.	<p>Communication and Customer Focus</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Ensure projects meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning fully with Council expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Service Manager to Committees and Councillors to inform decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes.</p> <p>Develop policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.</p>	15%
6.	<p>Staff Management and Development</p> <p>Inspire and motivate staff to ensure that they achieve their maximum potential, providing flexible use of resource across the team.</p> <p>Recruit, train, develop and reward staff to meet the needs of both the team and the Council.</p> <p>Support the Project Team Leader in creating a culture of empowerment, collaboration, openness and transparency.</p> <p>Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base create more resilience within teams by introducing broader training techniques, including, but not exclusively, highway engineering, procurement, contract management and health and safety.</p>	15%

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Essential/ Desirable
HNC or degree in Civil Engineering, or a relevant discipline, or extensive relevant experience	Essential
Evidence of continued personal / professional development	Essential
A relevant professional membership e.g. Chartered/Incorporated Engineer	Desirable

Knowledge and Experience

Essential

- A proven track record in leading the development, planning and implementation of transport infrastructure and related projects.
- Extensive programme / project management experience with a reputation for delivery.
- Extensive knowledge of technical and contractual requirements relating to scheme development, construction and maintenance.
- Experience in budget management (including local government finance)
- Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities.
- Good negotiation skills and the ability to develop effective working relationships with senior staff throughout the Authority and staff of external organisations including other Councils and Government agencies.
- Practical experience in dealing and negotiating with consultants and contractors.
- Develop partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met.
- Proven experience of financial and resource planning and the ability to deliver VFM on contracts and operating in a multi-disciplinary financial environment engaging with stakeholders.
- Experience in Contract Procurement and Management adopting NEC 3/4 Service and Framework contracts, legislative and policy frameworks that apply to public sector highway projects.
- Experience of developing focused strategies and prioritising actions, leading to change and performance improvements and achieving VFM on projects.
- Fully compliant with the latest Project Management Software tools, including but not exclusively MS Project.
- A proven track record in engaging and leading a diverse set of stakeholder groups to develop and deliver complex major transport projects.
- Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce managing performance and monitoring related activities.
- Can assimilate complex information and provide strategic and delivery reports on project progress/needs to Programme Boards or Committees to achieve project solutions.
- Extensive track record in key practical design and in developing innovative forms of design solutions.

- Working knowledge of Health and Safety law and the Construction Design and Management Regulations (CDM).

Desirable

- An understanding of the complexities of local government and the matters affecting it.
- Working knowledge of County Council Policies, Planning Framework and Transport Plan.
- Working knowledge of County Council Standing Orders and Financial Regulations/Practices.
- Ability to use Computer Aided Design Software.

Skills and Attributes

Essential

- Ability to drive culture change within an organisation.
- Ability to work independently and to lead a team.
- Strong communication skills, both written and verbal, including persuading and influencing.
- Strong commitment to public services and local democracy.
- Well-developed customer awareness and sensitivity in consulting and dealing with the public.
- Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions.
- Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect the local government and able to find solutions to complex situations.
- Political sensitivity and the ability to manage conflicting priorities.
- Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas.
- Ability to shape and influence local, regional and national policies.
- Skilled at writing and presenting committee papers.
- Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities.
- Ability to lead and build project teams to deliver quality projects.
- Flexible in hours of work.
- Comprehensive IT skills.
- Commitment to continuous personal development.

Other

Essential

- Ability to attend stakeholder offices, public events, and construction sites, where public transport may be limited

Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Flexible X	Field	Home
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