

Job Description

Job Title:	Assistant Project Manager – Greater Cambridge Partnership Transport Projects
Office:	Greater Cambridge Partnership (GCP)
Service:	GCP Transport Programme
Directorate:	GCP
Responsible to:	Transport Programme Manager
Grade:	S02
Location:	Cambridge (flexible)

Overall purpose of the job

The development and delivery of major transport infrastructure is vital to the future economic wellbeing of Greater Cambridge. The Greater Cambridge Partnership (GCP) Transport programme is a cornerstone of the City Deal initiative and aims to develop a sustainable transport network for Greater Cambridge that keeps people, business and ideas connected, as the area continues to grow; to make it easy to get into, out of, and around Cambridge by public transport, by bike and on foot.

The postholder requires knowledge, understanding and experience of project management, procurement and contract management. In addition, the postholder requires excellent communications skills and the ability to facilitate a range of diverse stakeholder groups.

Main accountabilities

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1.	<p>Project Management</p> <p>Lead on the management of assigned transport projects ensuring adherence to agreed standards and/or funding body requirements.</p> <p>Lead on the management of risks, issues and changes. Scrutinise project risk registers and issues logs, ensuring risks/issues are managed and escalated when appropriate.</p> <p>Manage the project budget, escalating budget pressures and risks to the budget where appropriate.</p> <p>Manage the Project schedule, escalating risks to the schedule where appropriate.</p>

	<p>Support the set up and management of project governance processes ensuring timely decision making to facilitate project delivery, including taking matters to governance bodies.</p> <p>Undertake project and resource planning over the short-term to ensure project delivery timescales can be met.</p> <p>Oversee management of project records, ensuring all contracts and other project deliverables are appropriately stored and disseminated.</p> <p>Assist the Programme Manager in drafting reports for governance body decisions.</p> <p>Support the team in progressing a range of projects.</p>
2.	<p>Engagement, Communication and Dissemination</p> <p>Work with the Communications Team to develop an overall project communications strategy – including a stakeholder strategy - and lead on partnership activities.</p> <p>Support the Programme Manager and Communications Team in implementing project communication strategies throughout a project life cycle</p> <p>Support the promotion of successful project activities and other proactive communications such as press releases, social media posts, etc.</p> <p>Work with the Communications Team to manage project websites and support other team members to contribute and update the project website.</p> <p>Work collaboratively with the Communications Team in creating marketing materials.</p> <p>Ensure stakeholders have a good end to end experience of GCP transport projects through proactive and positive customer service.</p> <p>Provide support and advice to project stakeholders, solving problems that arise through the design, development and construction process.</p> <p>Support Project Managers and the Programme Manager in political engagement and engagement of stakeholders, advisors and champions to enable collaborative activities.</p> <p>Contribute to other dissemination activities in accordance with agreed project and programme outcomes.</p> <p>Comply with any publicity guidelines in place.</p>

3.	<p>Procurement and Contract Management</p> <p>With support and direction from the Programme Manager, lead on developing overall tender specifications and managing the end to end process to procure services or goods that meet the needs of projects and adhere to relevant European and public sector procurement regulations, including the drafting of contracts in conjunction with legal professionals.</p> <p>Support the Programme Manager in the management of contracts to ensure value for money and successful outcomes are achieved.</p>
4.	<p>Technical and Quality Management</p> <p>Scrutinise and perform quality control activities for project business cases and other project deliverables.</p> <p>Support the Programme Manager with technical analysis and research work to support the development and progression of transport projects.</p> <p>Coordinate input from CCC service teams, project teams and partners to GCP Transport projects.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree standard OR equivalent		Essential
Evidence of continued personal / Technical development	Project Management	Desirable

Knowledge and Experience

Essential

- Developed partnerships to ensure joint objectives are met
- An understanding of financial recording systems for contract monitoring
- An understanding of project management principles
- Previous experience in delivery of Major Transport Schemes
- Previous experience of working within a project support role
- Have comprehensive IT skills with an understanding of Project Management Software tools
- A track record of working with a diverse set of stakeholders
- Can assimilate project data and produce reports to assist with service solutions

Desirable

- An understanding of the complexities of local government and the matters affecting it
- Experience of working with locally elected politicians

Skills and Attributes

Essential

- Highly organised and motivated
- An ability to scrutinise information and data for accuracy
- Strong interpersonal skills
- Ability to plan, manage and prioritise workload in order to meet deadlines
- Strong communications skills both written and verbal
- Ability to work independently and as part of a team
- Good problem solving and decision making skills
- Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions
- Ability to build effective working relationships across the all partner organisations
- Commitment to continuous personal development

- Ability to travel to meetings when required (pool cars are available)

Desirable

- Clean driving license

Cambridgeshire Behaviours - WIRE

The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

Working together

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect

- I can identify the impact of my work on colleagues and customers;
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected

Excellence

- I respond to and tackle current and future challenges, providing solutions in the work I undertake

Disclosure level

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

Work type

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