

Job Description

Job Title: Strategic Waste Projects Manager

POSCODE: CCC2672

Grade: P3

Overall purpose of the job

The Waste Private Finance Initiative (PFI) Programme is at a critical stage. This Strategic Waste Projects Manager role is to support the Waste Strategy Manager in the delivery of this programme, managing multiple projects and transformation workstreams undertaking all the necessary project management activities in order for wider programme objectives to be achieved.

The Strategic Waste Project Manager role is accountable to the Waste Strategy Manager, for providing project management expertise managing the effective implementation of the Waste PFI Programme and transformation workstreams so that the projects are delivered to the highest standards, in line with project management excellence.

This is a critical role that works collaboratively across multiple internal and external stakeholders (including legal, financial, procurement and technical advisors) as well as senior management and Elected Members to ensure the successful delivery of the projects and transformation workstreams within the Waste PFI Programme.

It will involve all aspects of project management including reporting on project spend (both revenue and capital budgets), with control and management of risk and responsibilities for transformation workstreams.

Main accountabilities

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1.	<p>Strategic Management</p> <p>To understand and reflect how the Waste PFI Programme aligns to strategic objectives taking into account wider waste legislative changes and being critical in its delivery. Supporting the Waste Strategy Manager with the transformation workstreams by bringing project information from a range of sources (external advisors, waste operations) to inform strategic decision making.</p> <p>Lead the coordination of workstream leads, stakeholders, partners, and service users so as to promote and implement improvements in the projects within the Waste PFI Programme to deliver significant savings and improve outcomes as specified within the strategic project deliverables.</p> <p>Ensuring that decisions and actions are timely and appropriate to the Council's priorities and needs; advising colleagues, partners, senior managers, and elected Members on the strategic issues relating to these decisions or actions, and identifying problems, seeking to create solutions to maintaining and improving services as appropriate.</p>
2.	<p>Specialist Programme and Project Management</p> <p>Lead the development and delivery of high-quality transformation workstreams, to ensure that objectives are delivered, timescales and budget targets are met, and benefits are realised.</p> <p>Identify and manage the inter-dependencies within each of the projects including risks and issues, ensuring an appropriate level of governance and quality assurance is maintained and concerns escalated when necessary.</p>

	<p>Supporting the Waste Strategy Manager to direct and/or manage workstream leads within the Waste PFI Project to deliver a range of contributions both inside and outside the Council, ensuring that the respective deliverables are achieved on time, budget, and standard.</p> <p>Commission, mobilise and manage external specialist advisors, contractors, suppliers, and consultants (including legal, procurement, financial and technical advisors).</p> <p>Undertaking specialist programme and project management activities that allow for the Waste PFI Programme to deliver against project timescales and in accordance with internal governance and corporate project management practices.</p> <p>Co-ordinate and initiate proper closure at the end of the programme, including appropriate documentation and sharing of lessons learned.</p> <p>Lead, develop, and appropriately manage project team members drawn from inside and outside the Place and Sustainability Directorate towards securing the identified deliverables.</p> <p>Establish professional and business relationships to ensure high performance, quality and cost-effective services that have the ability to continually improve in line with local and national government guidance and legislation.</p> <p>Prepare and deliver project and performance reports for work colleagues, senior managers, and elected Members from both inside and outside the Council, identifying the progress, issues, and risks of the project and to gain approval.</p>
3.	<p>Service planning and management</p> <p>Develop and maintain effective planning approaches with relevant parties, organisations and partners and use forward planning to identify potential problems or new transformation developments and minimise any arising impact on waste projects and service delivery.</p> <p>Provide quality assurance and support for the development of programme/project business cases.</p> <p>Plan, develop, seek appropriate approval, record decisions, and implement new policies, processes, and procedures in a sensitive, persuasive, and determined manner.</p> <p>Contribute and promote practical and innovative ideas for service provision and improved working.</p>
4.	<p>Financial and Performance Management</p> <p>Develop and maintain robust project management including mechanisms for budgetary control, risks analysis and critical path impacts that inform decision making and the delivery of project objectives. Identify financial pressures and take action, agreed with the relevant service leads, the Senior Responsible Officer, Project Board, or other relevant stakeholder, to manage and mitigate those Pressures.</p> <p>Determine, influence, and take appropriate financial responsibility for the management of project budgets, being clear to report on efficiency savings / gains, whilst seeking continuous service improvement within tight financial constraints, that identify available income generating and grant funding opportunities.</p>
5.	<p>Risk Management</p> <p>Manage and mitigate the risks associated with the Waste PFI Review and the delivery of the waste transformation workstreams.</p>

	<p>Develop, maintain, and manage a log of issues and risks for the Waste PFI Programme and transformation workstreams, , other projects and programmes.</p> <p>Promote suitable actions, working with contractors, partners, and stakeholders, to minimise and mitigate identified risks.</p> <p>Ensure issues and risks are appropriately escalated to the Line Manager, Head of Waste Strategy, Waste PFI Programme Board, Corporate Leadership Team (CLT), and/or elected Members.</p> <p>Promote appropriate mitigating actions towards risk management with team members.</p>
6.	<p>Customer and Stakeholder Focus</p> <p>Monitor and respond to stakeholders ensuring the adequacy of responses in the achievement of customer valued services, whilst contributing to a rolling programme of assessing customer requirements to inform savings proposals from contract changes.</p> <p>Research and comprehend the expectations of relevant stakeholders and partners ensuring their appropriate engagement in waste policy, strategy, and infrastructure issues.</p> <p>Promote opportunities for community engagement, responding as appropriate to arising expectations.</p>
7.	<p>Carbon Reduction</p> <p>Provide support to the Council’s Climate Emergency and Net Zero commitments and what this means for the Waste Service and the actions that need to be taken.</p>
8.	<p>Equality, Diversity, and Inclusion</p> <p>Demonstrate an awareness and understanding of equality, diversity, and inclusion.</p>

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level	In a relevant discipline or postgraduate management qualification.	Essential
Relevant professional qualification (or working towards membership) of a relevant professional organisation.	Prince 2, MSP qualification or Chartered Institute of Waste Management or relevant professional organisation.	Essential
Management	In a relevant discipline or postgraduate management qualification or experience leading teams.	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Programme / Project Management	<p>Strong knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. PRINCE2, MSP, LEAN, (or equivalent), and the project development lifecycle.</p> <p>Excellent working knowledge of service delivery disciplines, management systems and processes including quality assurance methodologies and the identification and management of risk.</p>	Essential
Partnership Working / Working Collaboratively	Knowledge of working effectively with multiple partners including internal and external advisors, senior management, and elected members.	Essential
Data Information and management	Expert in use of Microsoft applications including extensive knowledge and experience of working in Microsoft Project, Planner, or other industry standard project planning software.	Essential
Service and Contract Development and Delivery	<p>Demonstrable knowledge and understanding of developing, procuring, and delivering successful services, strategies, strategic projects, and contracts.</p> <p>Comprehensive understanding of the long-term national strategy within the sector.</p>	Essential
Health and Safety	Good knowledge of Health and Safety law, Waste regulations, and Construction Design Management (CDM).	Essential

Procurement and finance	Knowledge of public sector procurement and commissioning, and local government financial practices.	Desirable
Waste, Environment and Sustainable Development	<p>Knowledge and understanding of relevant legislation and industry practice in relation to Waste Disposal Authority service delivery and sustainable development.</p> <p>Comprehensive understanding of the long-term national strategy within the sector.</p> <p>Sound understanding and practical implementation of EU and other regulations affecting waste, environment, and sustainable development.</p> <p>Knowledge and understanding of waste, environment and sustainable development management and delivery.</p>	Desirable
Waste Legislation	<p>In depth knowledge and understanding of legislation, practices, programmes, and funding arrangements for a Waste Disposal Authority to ensure cross working support across the whole Waste Team.</p> <p>Good understanding and practical implementation of policy and other regulations affecting strategic waste infrastructure and operational service delivery, including the use of specialist advisors.</p>	Desirable
Skills		
Stakeholder Management	<p>Significant experience of managing stakeholder relationships within complex programmes and projects with an ability to influence and negotiate across a diverse and challenging community of stakeholders including conveying contentious proposals and solutions, and when implementing resolutions.</p> <p>Ability to lead and work as part of a team, sharing knowledge and experience, recognising the strengths and weaknesses of others, and constructively challenging to achieve productive outcomes.</p>	Essential
Specialist knowledge and application	Analytical, decisive, and able to apply specialist knowledge and sound judgement (ideally within complex waste issues), whilst demonstrating appropriate political astuteness.	Essential

	Strong desire to learn and develop through a range of activities.	
Problem Solving and Decision Making	Ability to identify solutions to a variety of situations/issues using sound judgement and decision-making processes, and support service delivery, policy, and projects across the whole Service area to ensure the delivery of waste services and strategic infrastructure.	Essential
Budget Management	Ability to inform and support project and service report budgets and take appropriate interventions where necessary to follow financial procedures.	Essential
Leadership	Ability to lead and support wider team members and to delegate responsibility while maintaining overall direction to effectively manage projects and service delivery. Experience in identifying solutions to complex and technical issues and leading others in delivering the outcomes required.	Essential
Planning	Ability to plan, prioritise and organise workload with the appropriate attention to detail and to ensure that deadlines and agreed targets are met to support the service delivery, procurement and delivery of strategic infrastructure and the implementation of policy across the whole Service area.	Essential
Negotiation and communication	Ability to negotiate with stakeholders in complex and challenging technical situations. Excellent interpersonal skills.	Essential
IT	Demonstrable and comprehensive ability to use IT systems.	Essential
Elected Members	Able to provide reports and key information to inform elected Members and chief officers, including supporting the Waste Strategy Manager in Project Boards and Member Steering Groups, as necessary.	Desirable
Local Government	Knowledge and understanding of consultation/ approval/ planning processes for waste projects.	Desirable
Commissioning/procurement	Supporting the commissioning of waste treatment services, specialist consultants, technical advisors, design development for waste services and contracts.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Programme and Project Management	Substantial track record of successful delivery of services and project outcomes within quality, time, and cost targets and in line with an agreed	Essential

	<p>plan. Demonstrable experience of managing staff, external consultants, contractors, or systems to achieve agreed outcomes within available time and budget targets.</p> <p>Ability to deal with and respond to complex technical enquiries and complaints at a senior level to ensure the programme or project remains on track.</p>	
Budget Management	Experience of budgetary controls and appropriate interventions and procedures.	Essential
Management and relationship management	Experience of managing staff or projects effectively and developing strong, effective, and beneficial relations both internal and external to the organisation.	Essential
Communication	<p>Experience of supporting the business area and service to elected Members, senior officers, and key stakeholders.</p> <p>Experience of successfully dealing with and responding to high level, sensitive and/or complex enquiries and complaints.</p> <p>Negotiating with partners and stakeholders.</p>	Essential
Local Government	Experience of public sector procurement, commissioning, and financial practices.	Desirable
Equality, Diversity, and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	