

Job Description

Job Title: Senior Project Manager

POSCODE: CCC2685

Grade: P4

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 such a programme are considerable and require engineering knowledge and understanding of project and programme management, procurement and commissioning of infrastructure projects, stakeholder engagement, land negotiation, transport planning and statutory legal processes.

Importantly, the Senior Project Manager has responsibility for managing our project management resources and coordinating programme demands. Using industry experience to manage expectations, effectively challenge and drive delivery is imperative in this role.

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, maximising contract savings and achieving value for money. Effectively leading groups, boards and delivering papers at committee will be key to achieving successful outcomes in this role.

The role supports the Group Manager and other managers within the Project Delivery Directorate in delivering the Councils objectives, through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

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1.	<p>Leadership Inspire and motivate project staff to ensure that they achieve their maximum potential, providing flexible use of resource across the service.</p> <p>Work with the Assistant Director and Group Manager to provide effective leadership to teams within the programme to create a culture of empowerment, openness and transparency.</p> <p>Provide leadership and direction within the assigned Project Delivery programmes/projects and promote a delivery focussed culture that is sympathetic to our imperatives.</p> <p>Ensure the effective delivery of major projects that improve transport infrastructure network and the services that utilise it.</p> <p>Recruit, train, develop and reward staff to meet the needs of our Project Delivery teams and the wider Council.</p> <p>Provide advice to, and act as a centre of expertise within the Project Delivery Programme on the delivery of the complex infrastructure programme.</p>

	<p>Provide detailed technical reports to the Project Boards in a timely and efficient manner, ensuring engagement with stakeholders, and clear requirements of project details, timescales and delivery requirements.</p>
<p>2.</p>	<p>Programme Management, Procurement and Delivery Actively lead with colleagues across the directorate, the Council and our partners to ensure major projects are delivered in the most efficient, effective and co-ordinated manner and represent value for money.</p> <p>Implement robust forward and integrated work programmes with clear identification of delivery mechanisms, decision points and governance processes.</p> <p>Ensure efficient and value for money procurement strategies are developed, implemented, monitored and reported.</p> <p>Ensure effective contribution is given to development of future county contracts.</p> <p>Ensure all measures are incorporated in projects and work programmes to minimise and mitigate all risk and adverse impact on the environment, communities and businesses.</p> <p>Ensure projects and work programmes take due regard to 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>
<p>3.</p>	<p>Financial, Contract and Risk Management Manage, control and monitor the programme of works. Ensure monthly progress reports on expenditure, and bids for funding are prepared and submitted in a timely way. Report any variances to the Group Manager.</p> <p>Report on a monthly basis the forward expenditure plan for the portfolio of projects, identify expenditure shortfalls and capitalise on alternative funding options.</p> <p>Maintain and improve the transport infrastructure network to ensure expenditure is within agreed tolerances of approved budgets.</p> <p>Manage agreed project budgets within agreed tolerances and proactively identify budget risk and constraints, developing in agreement with the Group Manager suitable mitigation strategies and actions to manage accordingly.</p> <p>Prepare and manage a live Project Risk Register and Strategic Risk Registers in accordance with corporate guidelines and provide regular reporting and programme updates through the Programme team.</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 developed and followed.</p> <p>Provide advice and support across the Directorate on the Construction Design and Management Regulations.</p>

4.	<p>Partnership Working Engage and lead on relationship management with key partners such as our service provider, the District Councils, Department for Transport, National Highways, Network Rail, Environment Agency, Combined Authority, Community Groups and others as required, to deliver our Project Delivery programme.</p>
5.	<p>Service Planning and Development Actively contribute to the development of strategies for Infrastructure that improves the transport network.</p> <p>Assist with identifying Major Infrastructure Projects, providing advice on feasibility and costs of potential schemes and in securing funding.</p> <p>Maximise the use of Capital Expenditure and our approved funding to ensure services across the organisation are efficient and value for money. Create a culture which embraces effective challenge to drive forward positive commercial and value for money outcomes.</p>
6.	<p>Communication and Customer Focus Ensure that customer focus is promoted as a core value and customer care is embedded in the teams.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Project Delivery objectives.</p> <p>Lead on the development of work programmes and projects for the Project Delivery Programme. These programmes and projects should 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 Project Delivery Project Board expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views to the Project Board and members to assist in 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>
7.	<p>Strategy Development Contribute to the development of strategies for improving transport infrastructure, economic development and accessibility, and to securing the necessary funding, by identifying potential infrastructure projects and providing advice on feasibility and costs of potential schemes.</p>
8.	<p>Staff Management and Development Provide effective leadership to the Project Managers and Assistant Project Managers, working with the Group Manager to create a culture of empowerment, ownership, openness and transparency.</p> <p>Recruit, train, develop and reward staff to meet the needs of both the team and the wider Project Delivery team.</p>
9.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

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

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

Identify	Describe	Essential/ Desirable
Knowledge		
<ul style="list-style-type: none"> • A proven track record to lead on Major Projects and staff in development and delivery ; • 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 major contracts and operating in a multi-disciplinary financial environment engaging with stakeholders; • An understanding of how to manage the needs of a diverse set of stakeholders; • Experience of developing focused strategies and prioritising actions, leading to change and performance improvements and achieving VFM on Major Projects; • Experience of working with the highest and locally elected politicians and of ensuring that Project and service outcomes align with broader political priorities; • Knowledge and up-to-date understanding of procurement , legislative and policy frameworks as they apply to the delivery of Major Projects and service; • Proven experience in the management and development of a highly skilled and Essential multi-disciplinary professional workforce, including the application of codes of practice relating to discipline, unsatisfactory performance, sickness monitoring and related activities; 		Essential

<ul style="list-style-type: none"> • Can assimilate complex information and provide strategic and delivery reports on project and service solutions; • Experience of developing and assessing business cases for new pieces of work; • Experience of delivering presentations to a wide range of audiences; • Working knowledge of Health and Safety law and the Construction Design and Management Regulations; 		
<ul style="list-style-type: none"> • An understanding of the complexities of local government and the matters affecting it; 		Desirable
Skills		
<ul style="list-style-type: none"> • Ability to drive culture change within an organisation • 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; • Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas; • Ability to shape and influence local, regional and national policies; • Excellent set of interpersonal and communications skills ; • Skilled at writing 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, motivate and develop staff in a way that builds individual and team capacity to deliver quality services and continuous improvement; • Flexible in hours of work; • Comprehensive IT skills; • Commitment to continuous personal development 		Essential
Other		
<ul style="list-style-type: none"> • Have the ability to visit stakeholder offices and sites, when necessary, where public transport is limited. • Have the ability to attend meetings which may have difficult access. • Be able to attend meetings out of hours when necessary 		Essential

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.

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? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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