

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Major Projects Manager

Place, Environment and Economy

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Highways and Transport team provide statutory services that all residents of West Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highways assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the Council's duty to ensure the safe travel of eligible students to school.

This role develops and delivers the Authority's Capital Highways Portfolio ranging from £5k to £100m plus the majority of which can be considered complex due to the variety of internal/external stakeholders, funding streams and delivery models.

The Major Projects Manager manages the project portfolio managing a full range of stakeholders from Council Members, funders, consultant design teams, developers, contractors, council services and end users. The role has responsibility for the end to end delivery of the project portfolio; either directly associated with Central Government directives through to local service needs or national programmes but at all times meeting the objectives set out to realise benefits the projects require.

The Major Projects Manager provides an overarching framework structure for the delivery of the Authority's current and future asset needs; driving a quality assurance and Value for Money ethos throughout all stages of the delivery of the portfolio with strong relationship management, understanding of stakeholders involved in the end to end process and the aims and objectives to be realised and how these link into the overarching Authority's strategic vision.

The Major Projects Manager provides strong leadership of the delivery team ensuring that knowledge and skills are kept up to date, that critical resourcing and forward planning are regularly reviewed and maintained.

Accountable to:

This role is accountable to the Assistant Director for Highways and Transport, responsible for the direct line management of 3 members of staff in the Major Projects team. The role sits within Highways and Transport Service, part of the Place Economy and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. Delivery of the Portfolio from mandate through design to delivery. Oversee the work of the Programme and Project managers and supply chain to ensure design, build and contract management procedures are being followed. Develop and ensure sufficient and appropriate management controls are in place enabling effective project programmes, budgets and quality are delivered to the agreed client expectation.
2. Work with service leaders to maximise on the future development of the service. Developing overarching Client relationships to collaboratively agree future programmes, critical resource planning and creating a range of delivery models that reflects the market offerings and driving Value for Money from applying the right model for the specific need and develop the appropriate client brief of the programmes projects to meet this.
3. To work within the Authority's Constitution adhering to the legal, financial, procurement procedures, Authority's required SORPs and incorporating the Project Management Office reporting protocols. Design and develop a delivery model framework for construction project managers to deliver projects including the full set of processes, templates and governance mirroring the industry norms.

Ensuring that the external/internal partners within project teams are fully conversant with those parameters under which they need to operate and manage the full compliance to their projects. Maintain the integrity of the portfolio's projects through governance monitoring. Develop highly effective relationships with internal/external stakeholders and partners to ensure efficient and trusted information flow.

4. Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating and managing project, programme and ultimately portfolio risks to secure reputation, physical, virtual and intellectual resources. Ensure that the tools to effectively manage risk are fully available and understood, escalated and managed to their lowest possible/acceptable level. That all stakeholders affected by those risks are fully aware of the consequences and are able to accept any outcome. Evaluate monthly project reporting reviewing the corporate risks and budgetary issues these highlight, supporting corrective solutions. At the earliest opportunity alert key stakeholders within the Capital Programme Board to any adverse situations and what solutions are available. Provide briefing reports where required to the Board and other key decision makers. Devise and maintain a Lessons Learnt model ensuring information is not lost post projects but used to drive benefits for future projects.
5. Overarching responsibility and accountability for client's budgets allocated to the projects within the Portfolio. Monthly capital monitoring and programme financial management of all aspects of the accounting monitoring process. Full understanding of all project budgets, risks and spend profiling supporting Value Management and contractual negotiations. Regular monitoring of Framework supply chain ensuring it offers Value for Money, compare with new options in the market and the financial stability of the market and suppliers with regular external checks de-risking projects.
 - Oversee contract management processes, ensuring
 - Contractual processes are developed and followed
 - Performance is monitored
 - Value for money is achieved
 - Contract developments are undertaken as required
 - All relevant legislation is adhered toDevelop budget forecast (revenue and capital) plans, monitor spend, maintain appropriate records and complete financial monitoring returns.
6. Provide leadership and direction for the major projects team by communicating the vision, objectives and values; deliver agreed objectives; and represent the Authority at local, regional and national forums where the topic relates to the management of major highways projects. Increase the profile of the team and actively engage potential client organisations with a view to expanding the client base. Provide a structure to allow projects to get to the market with the assurance of a fully compliant and cost effective route. Provide professional and managerial support to, and work with the Assistant Director in order to ensure the continuous development of the service. Provide professional and managerial advice and support to the Assistant Director in negotiating, securing and managing effective partnership arrangements in order to ensure joined-up working and the consistent availability of services capable of adapting to the needs of the Authority's communities and those of other client organisations.
7. Develop and monitor systems to inform and receive feedback from customers, partners, stakeholders and employees. Ensure that customer-focus and best value is promoted as a core

value. Report to stakeholders providing project status as required to advise Project Boards and stakeholders of any issues and recommend corrective action as appropriate to ensure stability of the projects. Develop KPI management tools to monitor supplier's performance. Advise; prepare information/management reports for the Assistant Director and Directors, Programme Boards, Capital Finance for monitoring and others as required.

8. Be agile and flexible enough to adapt the portfolio. Ensure the resourcing and capability has flexibility to allow for change where a situation dictates. Develop, capture, and communicate innovation and best practice. Participate in the refinement, improvement, development and implementation of service led business plans. Engage with forums such as Midlands Highway Alliance, external Framework providers to better understand the application of best practice in Frameworks and support Project teams in conducting post project reviews to add to the KPI feedback process.
9. Undertake regular legal training to maintain professional knowledge and understanding of construction contract law to protect the Authority.
10. Undertake regular reviews and the Authority's contract supporting documents e.g. Schedule of Amendments, Bond, Parent Company Guarantee to ensure they are fully updated to the betterment of the Authority's position in the market and the manner in which the Authority operates to reduce risk.
11. Motivate and support the major projects team, and continuously monitor their performance in line with the Authority's policies. Provide effective leadership, creating a culture of empowerment and openness. Ensure that the team are fully trained and conversant with all processes, construction contract law, industry knowledge and standards and construction markets to support their negotiating position with the supply chain.
12. Ensure team undertakes regular professional training and CPD in line with their role and to the betterment of the Authority's outturn position of its projects.
13. To work as part of the management team in Highways and Transport, ensuring issues are addressed in an integrated 'one team' approach and to deputise for the AD Highways and Transport as appropriate.
14. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
15. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

16. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

17. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Skills and abilities:	Essential / Desirable	Measured by
Demonstrate a high level of programme management skills. Significant experience in complex Construction Programmes	E	A, T, I, P, D
Demonstrate a high level of (a) project management skills and (b) able to disseminate such skills to direct reports – future proofing. Management of complex construction related projects of varying financial levels/ Management of Highways programmes from £2k to £50m.	E	
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I
Demonstrate an understanding of the safe working practices that apply to this role.	E	
Demonstrate excellent communication (both verbal and written) and numeracy skills. Ability to produce reports for senior managers, deliver presentations to all levels of the organisation.	E	
Ability to influence, challenge and negotiate with stakeholders, including interpreting end user requirements; and make suggestions to the client and design team.	E	
Ability to take the leadership of a team of people to reach a common goal.	E	
Ability to take an ambiguous situation and make a good decision with the information provided.	E	
Working as arbiter when required to realise the best outcome for the Authority	E	
Ability to develop and deliver projects and successfully manage change in working practices as a result of a project.	E	
Demonstrate self-motivation and working independently as well as in a team, excellent time management. Ability to manage multiple complex projects and all related challenges to set timescales	E	
Ability to manage complex project budgets including order processing, forecasting, transaction reporting.	E	
Ability to observe and challenge H&S practices on site.	E	
Ability to recognise and manage political sensitivity within a project.	E	
Promote equal opportunities within all aspects of service delivery and employee relations.	E	

Knowledge:	Essential / Desirable	Measured by
Excellent technical knowledge relating to major highways projects	E	A, T, I, P, D
Knowledge of ICT capabilities to meet business needs. Minimum - Word, Excel, MS Project	E	
Awareness of the National and Local Government agenda, current issues and challenges.	E	

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience of supervising teams and the ability to demonstrate required management skills. Project Managers & Matrix management eg design teams, contractors, stakeholders.	E	A, T, I, P, D
Experience of producing legally required documentation (PCIP, F10,). Ability to assess contractor / PD documentation. Including H&S files and construction phase plans.	E	
Evidence of consistently achieved results within a largely unsupervised environment but within a clear accountability framework	E	
Experience of procurement processes, Frameworks, RFQ, Quotes, OJEU, Tenders. Undertake evaluations, produce tender reports, produce and collate tender documentation.	E	
Manage internal reports, design teams and principal contractors performance using agreed KPI's thereby driving improvements.	D	
Significant experience of managing stakeholder relationships within complex programmes with the ability to manage and resolve conflict.	E	
Experience of analysing and solving complex process and systems problems	E	
Demonstrable experience of leading people and teams. Internal & external	E	

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree level e.g. BA HNC , HND, NVQ level 4 or equivalent by experience- Highways related	E	
MSP or equivalent by experience- Portfolio/Programme Management	E	

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include *[delete if not applicable]*:
[For example. Basic Disclosure , Standard Disclosure and Barring Service check , Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring]

Day-to-day in the role:

Hours:	37 per week	Primary work base:	Northampton
Job family band:	RT11	Worker type:	Part-flexible
Salary range:	11	Budget responsibility:	Varies dependant on programme
People management responsibility:	3 direct reports		

Working conditions & how we work:

[Manager please highlight if the work involves Regular manual handling, Working at height, Rotating shift work, Driving HGV or LGV for work]

[How we work: Manager please add some context around how the role can be carried out]

For example: We are open to discussions about flexible working.

[You should also add some context around the worker type, see worker type descriptions [here](#)]

For example: This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

