

Job Description

Job Title: Assistant Project Manager – Greater Cambridge Partnership

POSCODE: CCC2153

Grade: SO1 – P1

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.

Main accountabilities

Main accountabilities	
1.	<p>Project Management Expertise</p> <p>Provide leadership support within GCP to ensure the effective delivery of projects that improve the transport infrastructure network.</p> <p>Provide advice to those within GCP on transport engineering, project and programme management, procurement, community engagement and delivery of the improvements of the transport infrastructure network.</p> <p>Direct, guide and manage project delivery to ensure that objectives are delivered for the project to a high quality, forecast delivery times and budget targets.</p> <p>Lead on key aspects of project expertise within GCP 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 GCP projects taking account of detailed design, procurement, programme, and customer consultation.</p> <p>Develop efficient and effective processes for the review of projects, reporting progress, risk, actual and forecast cost and target completion to the GCP Transport Programme Board.</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 GCP'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 projects in order to see the delivery of better outcomes</p>
2.	<p>Management of a Project Programme, Procurement and Delivery</p> <p>Actively contribute with colleagues across GCP, CCC and our partners to ensure projects are delivered in the most efficient, effective and co-ordinated manner and represent value for money.</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>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, Joint Professional Services Framework, Eastern Highways Alliance or NEC 3 appropriate contract 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, 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</p> <p>Ensure monthly progress reports on actual and forecast expenditure are prepared and submitted in a timely way. Report any variances to the Senior Project Manager.</p> <p>Report monthly the forward expenditure plan for projects, identify expenditure shortfalls and capitalise on alternative funding options.</p> <p>Identify financial pressures and take action, agreed with the Programme Team 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>4.</p>	<p>Partnership Working</p> <p>Engage fully with key partners such as CCC’s highway service provider, District and Parish Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Business Board, 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 Greater Cambridge, 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> <p>Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness</p>
<p>5.</p>	<p>Communication and Customer Focus</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 GCP expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Senior Project 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>
<p>6.</p>	<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>Support the Team 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> <p>Be a proactive advocate for the apprentice programme and develop our people to ensure our service delivery of the future is resourced.</p>

7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
8.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
HNC or degree	Civil Engineering, or a relevant discipline, or working towards professional qualification or relevant experience	Essential
Continued personal/professional development	Evidence of continued personal / professional development	Desirable
Professional membership	A relevant professional membership e.g. Chartered/Incorporated Engineer	Desirable
Management qualification	A relevant Management qualification	Desirable

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

Knowledge	Description	Essential/ Desirable
Transport infrastructure	A proven track record in leading the development, planning and implementation of transport infrastructure and related projects	Essential
Technical and contractual requirements	Extensive knowledge of technical and contractual requirements relating to scheme development, construction and maintenance	Essential
Contract management	Service and Framework contracts, legislative and policy frameworks that apply to public sector highway projects	Desirable

Health and Safety	Working knowledge of Health and Safety law and the Construction Design and Management Regulations (CDM)	Essential
Local Government working	<p>Strong commitment to public services and local democracy</p> <p>An understanding of the complexities of local government and the matters affecting it</p> <p>Working knowledge of County Council Policies, Planning Framework and Transport Plan</p> <p>Working knowledge of County Council Standing Orders and Financial Regulations/Practices</p>	Desirable
Skills	Description	Essential/Desirable
Negotiation	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	Essential
Stakeholder management	<p>Develop partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met.</p> <p>Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas</p>	Desirable
Project Management software	<p>Comprehensive IT skills</p> <p>Fully compliant with the latest Project Management Software tools, including but not exclusively ASTA or MS Project</p>	Desirable

Data analysis	Can assimilate complex information and provide strategic and delivery reports on project progress/needs to Programme Boards or Committees to achieve project solutions	Desirable
Drive change	Ability to drive culture change within an organisation	Essential
Independent working	Ability to work independently and to lead a team	Essential
Communication skills	Strong communication skills both written and verbal including persuading and influencing	Essential
Awareness and Sensitivity	<p>Political sensitivity and the ability to manage conflicting priorities</p> <p>Well-developed customer awareness and sensitivity in consulting and dealing with the public</p> <p>Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions</p> <p>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</p>	Essential
Influencing	Ability to shape and influence local, regional and national policies	Desirable
Writing	Skilled at writing and presenting committee papers	Essential
Negotiation	Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities	Desirable

Leadership	Ability to lead and build project teams to deliver quality projects	Desirable
Flexibility	<p>Flexible in hours of work</p> <p>Can visit stakeholder offices and sites, when necessary, where public transport is limited</p> <p>Can attend meetings which may have difficult access.</p> <p>Be able to attend meetings out of hours when necessary</p>	Essential
Experience	Description	Essential/ Desirable
Project management	Extensive programme / project management experience with a reputation for delivery	Essential
Budget management	Experience in budget management (including local government finance)	Essential
Stakeholder management	<p>Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities</p> <p>A proven track record in engaging and leading a diverse set of stakeholder groups to develop and deliver complex major transport projects;</p>	Desirable
Negotiation	Practical experience in dealing and negotiating with consultants and contractors	Essential
Finance	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;	Essential

Contract procurement and management	Experience in Contract Procurement and Management adopting NEC 3	Desirable
Strategic development	Experience of developing focused strategies and prioritising actions, leading to change and performance improvements and achieving VFM on projects	Essential
Resource management	Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce managing performance and monitoring related activities.	Essential
Design	Extensive track record in key practical design and in developing innovative forms of design solutions.	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.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

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
--	------------------	--------	-------	--------	--------