

The Project Management Career Progression Scheme promotes development within our Project Delivery team whether you are developing as an Assistant Project Manager or whether you are an experienced Project Manager. The career progression allows for landmarks to be met in both academic achievement and on the job experience, in turn, our salary pay grades correspond with each successfully achieved step. Where opportunities arise, you can aspire to become part of the management team and lead teams of the future on some of the region's most exciting infrastructure projects.

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Job Description

Assistant Project Manager

Grades: S01 – P1

Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available

Overall purpose of the team

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 Project Manager has responsibility for driving forward innovative ideas across a programme of schemes. The role is vital in ensuring effective and efficient delivery of schemes across a wide range of transport projects.

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.

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

Main accountabilities	
1.	<p>Project Management Expertise</p> <p>Provide leadership support within the Project Delivery Highways Service team to ensure the effective delivery of projects that improve the transport infrastructure network.</p> <p>Provide advice to those within Place & Economy on highway engineering, project and programme management, procurement, community engagement and delivery of the improvements of the transport infrastructure network.</p> <p>Provide and prepare detailed technical reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements.</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 the Project Delivery Highways Service 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 Project Delivery Highway Service 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 Programme Board.</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/Asta,</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 the Council'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 corporate projects in order to see the delivery of better outcomes</p>
2.	<p>Programme Management, Procurement and Delivery</p> <p>Actively contribute with colleagues across the directorate, the Council and our partners to ensure projects are delivered in the most efficient, effective and co-ordinated manner and represent value for money.</p> <p>Provide the Project Team Leader with robust forward and integrated work programmes embedded with clarity in decision making, timelines, and control processes.</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, Eastern Highways Alliance or NEC 3 contract environment 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>Take active responsibility with the Project Team Leader for the control and monitoring of the capital programme. Ensure monthly progress reports on actual and forecast expenditure are prepared and submitted in a timely way. Report any variances to the Project Team Leader.</p> <p>Report monthly the forward expenditure plan for projects, identify expenditure shortfalls and capitalise on alternative funding options.</p> <p>Maintain and improve the transport infrastructure network whilst ensuring expenditure is within agreed tolerances of approved budgets.</p> <p>Identify financial pressures and take action, agreed with the Project Team Leader 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>Provide advice and support across the Place & Economy on the Construction Design and Management Regulations.</p>
4.	<p>Partnership Working</p> <p>Engage fully with key partners such as our highway service provider, District and Parish Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, 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 Cambridgeshire, 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>
5.	<p>Communication and Customer Focus</p> <p>Ensure that customer focus is promoted as a core value and customer care is embedded in the project.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</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 Council expectations.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Service 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>
6.	<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>Recruit, train, develop and reward staff to meet the needs of both the team and the Council.</p> <p>Support the Project Team Leader 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>

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required (Project Manager)	Essential/ Desirable
HND or degree in Project Management, or a relevant discipline, or working towards professional qualification or 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
Knowledge and Experience	
A proven track record in leading the development, planning and implementation of transport infrastructure and related projects	Essential
Extensive programme / project management experience with a reputation for delivery	Essential
Extensive knowledge of technical and contractual requirements relating to scheme development, construction and maintenance	Essential
Experience in budget management (including local government finance)	Essential
Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities	Desirable
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
Practical experience in dealing and negotiating with consultants and contractors	Essential
Develop partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met	Desirable
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
Experience in Contract Procurement and Management adopting NEC 3/4	Desirable
Service and Framework contracts, legislative and policy frameworks that apply to public sector highway projects	Desirable

Experience of developing focused strategies and prioritising actions, leading to change and performance improvements and achieving VFM on projects	Essential
Fully compliant with the latest Project Management Software tools, including but not exclusively ASTA or MS Project	Desirable
A proven track record in engaging and leading a diverse set of stakeholder groups to develop and deliver complex major transport projects;	Essential
Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce managing performance and monitoring related activities.	Essential
Can assimilate complex information and provide strategic and delivery reports on project progress/needs to Programme Boards or Committees to achieve project solutions	Desirable
Extensive track record in key practical design and in developing innovative forms of design solutions.	Essential
Working knowledge of Health and Safety law and the Construction Design and Management Regulations (CDM)	Essential
An understanding of the complexities of local government and the matters affecting it	Desirable
Working knowledge of County Council Policies, Planning Framework and Transport Plan	Desirable
Working knowledge of County Council Standing Orders and Financial Regulations/Practices	Desirable
<u>Skills and Attributes</u>	
Ability to drive culture change within an organisation	Essential
Ability to work independently and to lead a team	Essential
Strong communication skills both written and verbal including persuading and influencing	Essential
Strong commitment to public services and local democracy	Desirable

Well-developed customer awareness and sensitivity in consulting and dealing with the public	Essential
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	Essential
Political sensitivity and the ability to manage conflicting priorities	Essential
Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas	Essential
Ability to shape and influence local, regional and national policies	Desirable
Skilled at writing and presenting committee papers	Desirable
Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities	Essential
Ability to lead and build project teams to deliver quality projects	Essential
Flexible in hours of work	Desirable
Comprehensive IT skills	Essential
Commitment to continuous personal development	Desirable
Ability to use Computer Aided Design Software to a high standard	Desirable
Can visit stakeholder offices and sites, when necessary, where public transport is limited	Essential
Can attend meetings which may have difficult access.	Essential
Be able to attend meetings out of hours when necessary	Essential

Job Description

Project Manager

Grade: P3

Working Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available

Career Progression Pathway – Project Management

Entry Level (Assistant Project Manager) with the opportunity to progress through to Project Manager should the candidate attain the required technical and practical experience. The following does not apply to the yearly pay progression criteria that Cambridgeshire County Council has in place to reward performance and development. Progression is dependent on suitable roles being available in the organisation at the appropriate level.

Main accountabilities

Main accountabilities	
1.	<p>Project Management Knowledge</p> <p>Provide support within the Project Management team to ensure the effective delivery of projects that improve the transport infrastructure network.</p> <p>Provide support to those within Place & Sustainability on highway engineering, project and programme management, procurement, community engagement and delivery of the improvements and maintenance of the transport infrastructure network.</p> <p>Assist in preparing detailed technical reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings, and delivery requirements.</p> <p>Assist Project Managers in directing, guiding, and managing project delivery to ensure that objectives are delivered for the project to high quality, forecast delivery times and budget targets.</p> <p>Support on key aspects of project expertise within Project Delivery for commissioned projects in order to ensure the highest level of knowledge, experience and expertise are used in resolving issues and enquiries.</p> <p>Help develop efficient and effective processes for the review of projects, reporting progress, risk, actual and forecast cost and target completion to the Programme Board.</p>

	<p>Help 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/Asta,</p> <p>Plan, manage and lead on smaller scale infrastructure projects, initiatives, and events, or provide support to the Project Manager on larger projects, 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 the Council's objectives.</p> <p>Help 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>
2.	<p>Programme Management, Procurement and Delivery</p> <p>Actively contribute with colleagues across the directorate, the Council and our partners to ensure projects are delivered in the most efficient, effective and co-ordinated manner and represent value for money.</p> <p>Provide the Project Manager with forward and integrated work programmes.</p> <p>Assist with the procurement of works to achieve VFM targets through the stages of contract development either through the Highway Services Contract, Eastern Highways Alliance or NEC 3 contract environment and tendering process.</p> <p>Ensure measures are incorporated in projects to minimise and mitigate any risk and adverse impact on the environment, communities and businesses.</p> <p>Ensure projects 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.</p>
3.	<p>Financial, Contract and Risk Management</p> <p>Take active responsibility for the control and monitoring of the capital projects assigned to you. Ensure monthly progress reports on actual and forecast expenditure are prepared and submitted in a timely way. Report any variances to the Project Manager.</p> <p>Report on a monthly basis the forward expenditure plan for projects, identify expenditure shortfalls.</p>

	<p>Maintain and improve the transport infrastructure network whilst ensuring expenditure is within agreed tolerances and approved budgets.</p> <p>Identify financial pressures and act, to manage and mitigate those pressures, in cooperation with line managers.</p> <p>Implement risk monitoring and management processes in accordance with corporate guidelines for each project.</p> <p>Ensure compliance with Health and Safety legislation and best practice in the planning, design, and delivery of projects.</p> <p>Ensure contractual processes are fully complied with and followed.</p>
4.	<p>Partnership Working</p> <p>Engage with key partners such as our highway service provider, District and Parish Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to assist in the delivery of maintenance and infrastructure projects that meet the Council's and partners' objectives.</p> <p>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 Cambridgeshire.</p> <p>Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness of your projects.</p>
5.	<p>Communication and Customer Focus</p> <p>Ensure that customer focus is embedded as a core value and customer care is embedded in the project.</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.</p> <p>Ensure effective consultation processes to inform the public about proposals and seek their views.</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.</p>

	Ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.
6.	<p>Staff Management and Development</p> <p>Support the Project Manager 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 and create more resilience within teams by introducing broader training techniques, including; but not exclusively, highway engineering, project management, procurement, contract management and health and safety.</p>

Entry Level Qualifications Required -	Essential/ Desirable
Previous experience working in a project management or civil engineering discipline.	Essential
Evidence of continued personal / professional development	Desirable
A HNC or equivalent in relevant discipline	Desirable
A relevant Project Management qualification such as Prince 2 Practitioner	Desirable

Progression Milestones Required -	Essential/ Desirable
Completion of a degree apprenticeship in Project Management (48-month duration) or equivalent experience through current job role and further learning such as Prince 2 Practitioner or APM (PPQ).	Essential
Evidence of continued personal & professional development since starting in the role at the County Council.	Essential
Attaining a relevant professional membership qualification e.g., Member of APM.	Desirable

Knowledge and Experience	Essential/ Desirable
A track record assisting in the development, planning and implementation of transport infrastructure and related projects	Essential
Programme & project management experience.	Essential

Some knowledge of technical and contractual requirements relating to scheme development, construction, and maintenance.	Essential
Experience in budget management (including local government finance).	Essential
Experience of working with elected politicians and of ensuring that project and service outcomes align with broader political priorities.	Desirable
Good negotiation skills and the ability to work as part of a team.	Essential
Practical experience in working with consultants and contractors	Essential
Develop partnerships with other agencies as a means of ensuring project objectives are met	Essential
Knowledge and understanding of how to use the latest Project Management	Essential
Software tools, including but not exclusively ASTA or MS Project	Desirable
Well-developed written and verbal communication skills and the ability to interact with a diverse set of stakeholder groups.	Essential
Working knowledge of Health and Safety law and the Construction Design and Management Regulations(CDM)	Essential
An understanding of the complexities of local government and the matters affecting it.	Desirable
Working knowledge of County Council Policies, Planning Framework and Transport Plan.	Desirable
Working knowledge of County Council Standing Orders and Financial Regulations/Practices.	Desirable
<u>Skills and Attributes</u>	
Ability to work independently and be proactive.	Essential
Strong communication skills both written and verbal including persuading and influencing.	Essential
Strong commitment to public services and local democracy.	Essential
Well-developed customer awareness and sensitivity in consulting and dealing with the public.	Essential

Ability to think insightfully and innovatively, based on an underlying understanding of key principles to provide innovative and beneficial solutions.	Essential
Political sensitivity and the ability to manage conflicting priorities.	Essential
Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas.	Essential
Flexible in hours of work.	Essential
Comprehensive IT skills.	Essential
Commitment to continuous personal development.	Essential
Ability to use Computer Aided Design Software.	Essential
<u>Other</u>	
Can visit stakeholder offices and sites, when necessary, where public transport is limited	Essential
Be able to attend meetings out of hours when necessary	Essential

Disclosure level

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

Work type

What work type does this role fit into?	Fixed	Flexible X	Field	Home
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Progression Scheme Pathway

Assistant Project Manager – Project Manager Project Delivery

Grades: Assistant Project Manager Grade S01 – P1 / Project Manager Grade P3

Assistant Project Manager		
Criteria reference	Criteria description	Grade
APM1	<p>Working towards or seeking to commence a Civil Engineering and/or Project Management qualification.</p> <p>Demonstrates awareness of:</p> <ul style="list-style-type: none"> - CDM 2015 Regs - Programme management - Cost management - Risk management - Contract management 	S01
APM2	<p>Successfully completed first year of qualification.</p> <p>Demonstrates understanding of:</p> <ul style="list-style-type: none"> - CDM 2015 Regs - Programme management - Cost management - Risk management - Contract management 	
APM3	<p>Successfully completed second year of qualification or equivalent level 4 course.</p> <p>Demonstrates project specific experience of:</p> <ul style="list-style-type: none"> - CDM 2015 Regs - Programme management - Cost management - Risk management - Contract management 	S02
<p><i>To progress to P1, criteria APM1, APM2, APM3 and APM4 must be met entirely and working towards APM5.</i></p>		
Criteria reference	Criteria description	Grade
APM4	<p>Successfully completed third year of qualification or equivalent level 5 course.</p> <p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - Report writing & presenting - Board presentations on complex matters - Records continual professional development 	P1

	<ul style="list-style-type: none"> - NEC Project Management understanding and experience - Demonstrates effective risk management resulted in reduced exposure at project level 	
APM5	<p>Completed Civil Engineering and/or Project Management qualification & working toward appropriate professional accreditation.</p> <p>Demonstrates contribution to continual improvement of processes and outcomes relating to three of the following:</p> <ul style="list-style-type: none"> - CDM 2015 Regs - Programme management - Cost management - Risk management - Contract management <p>*Experience must include managing a programme of multiple small projects and leading a single complex project.</p>	
<p><i>To progress to P3, criteria APM4, APM5 and PM1 must be met entirely and working towards PM2.</i></p>		
Project Manager		
Criteria reference	Criteria description	Grade
PM1	<p>Completed Civil Engineering and/or Project Management qualification or a relevant discipline, or relevant experience. Achieved membership of an appropriate professional institution.</p> <p>Demonstrates detailed working understanding, knowledge and experience* of all of the following:</p> <ul style="list-style-type: none"> - CDM 2015 Regs - Programme management - Cost management - Risk management - Contract management <p>*Experience must include managing a programme of multiple medium projects and leading several complex projects.</p>	P3
PM2	<p>Completed appropriate NEC Project Management Accreditation course</p> <p>Demonstrates the following attributes:</p>	

	<ul style="list-style-type: none">- Contributing to the development of others.- Sharing learning throughout Project Delivery- Able to adapt communication style. Coordinates customer/stakeholder engagement with successful outcomes- Capable of interpreting complex reports and technical documentation relating to design and construction concepts.	
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