

Job description	
Post title	Project Officer
Division / Section	TAMP/ Roads and Transport Infrastructure/ Place Management
Department	Place
Responsible To (Title)	Transport Manager
Number of post holders	1
Acting up/ Secondment	N/A

Purpose of Job

To monitor of the capital programme expenditure throughout Transport ensuring that all the capital programmes are kept up to date and delivered on target.

To ensure that comprehensive and accurate details of work carried out on Edinburgh's network is updated on performance frameworks for SCOTS and APSE to enable benchmarking to take place in order to support continuous improvement.

To support the Senior Team Leader and Transport Manager in refining, updating and maintaining the Transport Asset Management Plan.

MAJOR TASKS/JOB ACTIVITIES

Collect, verify and record information provided by Transport Design and Delivery staff, contractors and from other Transport service teams to enable the effective monitoring of all capital programme expenditure.

Ensure that all capital programmes are kept up to date and that regular performance information is produced for managers. Deal with queries on capital programme performance, progress and expenditure from customers , Localities staff and elected members.

Ensure that regular returns are made providing details of all work carried to update performance frameworks for SCOTS and APSE, enabling benchmarking to take place in order to support continuous improvement.

Undertake specific ad-hoc projects to provide detailed reports on individual elements of the Transport capital programme.

Ensuring compliance with Departmental Policy/Standing Orders/Local Transport Strategy;
Ensure that all processes and practices are Quality Assured to achieve the desired outcomes consistently;

Preparing professional reports for both technical and non-technical readers.

Supervision and Management of People (Numbers and type of staff)

None

Creativity and Innovation

The post holder will identify innovative and creative ideas to improve the way in which progress can be measured, monitored and reported.

Support the TAMP Manager in exploring new and innovative solutions to meet the investment and maintenance needs of the road network.

Contacts and Relationships

The post holder will be required to maintain good communication and work with management and staff from a wide variety of internal and external stakeholders, including:

Other services within the Council;

Contractors – discussing all aspects of proposed work, on-site monitoring etc;

Members of the public in dealing with enquiries, complaints, FOI requests;

Community Council representatives to discuss potentially contentious issues; and

Elected members (Councillors, MSPs and MPs).

Decisions (Discretion)

The post holder will make operational decisions on the ways in which information is most accurately collected and recorded to provide the most relevant and timely customer and management information.

Decisions (Consequences)

Decisions taken by the post holder could have financial and reputational implications for the Council particularly in relation to the effective monitoring and management of the Transport Capital Programme.

Resources

The post holder has no direct responsibility for the control of resources. However, the post holder's duties have a direct bearing and impact on the effective management and delivery of the Transport Capital Programme of around £35m to £40m per annum

Environment – Work Demands

The post holder will be expected to prioritise competing demands that will impact on their job activities, responding effectively to the changing local demands impacting on the service within agreed resource constraints. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities. However it is anticipated that the post holder may spend a proportion of their time (around 10%) on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required

Knowledge and Skills

The post holder will be required to be educated to degree level or equivalent in a relevant discipline with knowledge and skills in roads and associated infrastructure asset maintenance, management and replacement.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.