



Person Specification

Position Title	Senior Project Manager – Active travel and street projects
Division / Section	Operational Services
Service Area	Transport Strategy and Partnerships
Responsible To	Active Travel Implementation Manager Strategy and Development Manager - Design Guidance, Streetspace Allocation and Active Travel

Person Specification

**Qualifications,
training &
professional
membership**

Educated to degree level or equivalent	Essential
Relevant postgraduate qualification	Desirable
Recognised qualification in project management e.g. Prince 2	Desirable
Membership of an appropriate professional body or ability to demonstrate that in the process of achieving this	Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

LEADERSHIP

Significant experience of leading and managing project teams with comparable scope, size and complexity within the public or private sector, with ability to influence others who are not directly managed by the post holder.	Essential
Ability to provide strong leadership to create a high performance culture and a clear sense of purpose.	Essential
Experience of leading, managing and delivering projects and schemes in a political environment.	Desirable



Experience of successfully managing in a matrix management system working to ensure the effective achievement of service outcomes. Desirable

STRATEGY AND CHANGE

Well developed problem solving and change management skills. Essential

Ability to interpret and communicate complex advice, policy, legislation, regulation and data. Essential

Ensure project decisions are aligned to Council strategy. Essential

Set relevant or equivalent service based principles for governance, risk management, probity, statutory requirement and best value. Essential

Demonstrated ability to manage and procure external consultants and specialist contracts, ensuring compliance with standing orders, national legislation, guidance and codes of practice and secure best value and lowest risk for the Council. Essential

PARTNERSHIP & ENGAGEMENT

Successful partnership working and networking with stakeholders, e.g. citizens, voluntary sector, business communities, government and public agencies. Essential

Experience of elected or board member liaison. Essential

Experience of configuring and managing public consultation exercises. Essential

Strong relationship development and management skills and ability to operate effectively with people at a much senior level in other organisations. Desirable

TECHNICAL / COMMERCIAL/DELIVERY



Business and commercial acumen to support operational delivery of professional services, including ability to interpret and understand complex technical, financial and budgetary information. Essential

Ability to negotiate and resolve issues and disputes with consultants/contractors agreeing any final financial settlement within project programme and budget. Essential

Demonstrated ability in full life cycle project management of multiple complex projects including programme, budget and risk management. Essential

Outstanding communication skills and ability to communicate clearly and succinctly and to understand the importance of communication project management. Essential

Strong programme and project management skills. Essential

Experience of the procurement and or management of consultants. Essential

Experience of securing the cooperation and contribution of partners and customers to the delivery of services and the implementation of strategy. Desirable

Ability to produce and present detailed high quality briefings, reports, business cases and management information to Senior Managers and Elected Members. Desirable

Effective presentation and networking skills at a senior level. Essential

LEGISLATION

Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. Essential



Knowledge and demonstrable experience of working in accordance with the Road (Scotland) Act. Essential

Knowledge and demonstrable experience of working in accordance with the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015. Essential

Knowledge and demonstrable experience of working in accordance with the Road Traffic Regulation Act 1984. Essential

Knowledge and demonstrable experience of operating in accordance with the Health & Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015. Essential

VALUE FOR MONEY / ASSET MANAGEMENT

Extensive knowledge and experience of feasibility, design, implementation, delivery, monitoring and evaluation and maintenance of active travel, traffic management and public realm schemes, delivering excellent value for money for the Council. Essential

CUSTOMER FOCUS

Extensive experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities. Essential

Our Behaviours

Applicants will also be measured against the following behaviours as per the Council’s Our Behaviours Framework

Respect

- Lead with fairness, take a person-centred approach and encourage a team mindset
- Recognise and promote the understanding of people’s differences, strengths, and value
- Create an inclusive environment where everyone can contribute, be heard and is supported to be their best selves

- Provide regular constructive feedback and show appreciation for efforts and achievements
- Listen to opinions, react positively to appropriate requests and work through disagreements calmly and politely to find solutions
- Treat others fairly, understand that everyone is equal and see the benefit of learning from others
- Get to know and understand others, build good relationships and recognise the contribution that everyone brings
- Look out for others and are ready and available to help when needed
- Show compassion and kindness and think about the impact of our body language, words and actions upon others
- Take care to make others feel comfortable and included and give them a chance to be heard
- Understand that everyone matters, show patience and are open and honest
- Work together, are helpful and gain the trust and support of others

Integrity

- Promote a sense of ownership, choice, trust, and collaboration for everyone
- Encourage ideas and opinions in a collaborative way and actively represent the interests of all
- Create opportunities to build collective strength and skill and nurture individual talents positively and professionally
- Promote an ethical, wellbeing focused and eco-friendly working environment where we address and learn from concerns
- Behave ethically, bring our best each day and set a positive example for everyone
- Accept that mistakes happen, avoid blame and work with others to resolve and learn from them
- Speak up and acting with courage when faced with challenging situations affecting ourselves
- Are willing to create the right outcomes for our residents, colleagues and city
- Take responsibility for individual actions, follow through with commitments and trust others to do the same
- Seek relevant support and guidance when a situation is unclear or could negatively impact on people or the organisation
- Take decisions and actions that will help create a greener, more sustainable, fairer and prosperous city

Flexibility

- Drive change, working sustainably and plan for the future
- Lead through challenging situations and coach and support others to deal with conflicting demands.
- Demonstrate and encourage a flexible mindset and empower others to lead and deliver successfully
- Create the right environment for others and help to remove barriers so great results can be achieved
- Look for improvement, are open to feedback and are willing and determined to try different ways of working
- Recognise that different opinions are important and consider a range of ideas from everyone that reflect current circumstances
- Accept that change happens all the time and it can help us learn, grow and improve
- Give time to help others and understand the value our support can give