

Recruitment person specification

Post being recruited for: **Senior Programme Officer CEC751**

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Significant experience of leading and managing relevant or equivalent programmes within an organisation of comparable scope, size, and complexity within the public or private sector.

Strong programme and project management skills, with demonstrable experience setting out the baselines for and managing a programme's scope, resources, schedule, budget, risks and change

Ability to provide strong leadership to create a high-performance culture and a clear sense of purpose.

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

Experience of managing complex large scale civil engineering schemes (£20m+)

Experience of managing resources and budget for large programmes

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.

Experience and knowledge of operating Roads and Transport related Framework Agreements.

Experience and demonstrable competence in the use of the New Engineering Contract (NEC4).

Experience and knowledge of negotiating with contractors to settle contractual disputes and ability to agree final financial settlement within contractual timescales.

Knowledge and experience of operating within the requirements of the Scottish Road Works Commissioner as set out by the New Roads and Street Works Act 1991; the Roads (Scotland) Act 1984 and the Transport (Scotland) Act 2019.

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

Experience of leading employee and stakeholder engagement.

Experience of elected or board member liaison.

Significant experience of leading, managing and delivering relevant or equivalent project and schemes in a political environment.

Experience of working in the public sector, delivering schemes using in-house contractors.

Experience and knowledge of project managing roads, public transport, Active Travel, AIP and public realm schemes.

Delivery of successful partnership working and networking with key stakeholders, e.g. citizens, voluntary sector, business communities, government and public agencies.

Experience in the development and delivery of strategies and policies to provide sustainable and successful outcomes.

Experience and demonstrable competence in the use of the Design Manual for Road and Bridgeworks, Manual of Contract Documents for Highway Works and Traffic Signs Regulations and General Directions.

Knowledge, skills and understanding

A knowledge developing Business Cases in-line with UK treasury Greenbook and Scottish Transport Appraisal Guidance (STAG).

Extensive knowledge and experience of the design and construction of capitalised road works and new transport related infrastructure including public realm works.

Extensive knowledge and experience in contract document preparation, procurement, and contract management.

Knowledge and experience of commissioning and managing external consultants and contractors.

Knowledge of Designing Streets and the Council's Street Design Guidance Procedures.

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

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.

Knowledge and demonstrable experience of working in accordance with the Road (Scotland) Act and the New Roads and Street Works Act 1991.

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

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

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

Knowledge of the Management of Health and Safety at Work Regulations 1999.

Demonstrates awareness of political and community issues relating to local government.

Ability to produce and presents detailed high-quality briefings, reports, business cases and

Knowledge and experience in the use of MX Roads design software or Autodesk Civil 3D.

Knowledge and experience of assessing, reviewing, and agreeing roads designs as part of the RCC Consent process with developers.

A knowledge developing Business Cases in-line with UK treasury Greenbook and Scottish Transport Appraisal Guidance (STAG).

Qualifications and training	Educated to degree level in relevant discipline with extensive demonstrable skills, knowledge, experience, and competence at an appropriate level. or Incorporated Engineer and Member of an appropriate Professional Body plus demonstrable post incorporated experience or MSc with demonstrable post qualification experience in the specific discipline of the post. Evidence of continuing professional development	Chartered Engineer and Member of an appropriate Professional Body. Management Qualification by recognised Management Body.
Job specific requirements	The post holder may occasionally be required to work unsociable hours including nights and at weekends. The post holder may occasionally be required to work in inclement weather conditions, and adjacent to live traffic. Possess a full UK driving licence.	