Post title	**Senior Project Manager (Placemaking and Mobility)**
Division / Section	**Placemaking and Mobility - Sustainable Development**
Department	**Place**
Responsible To	**Placemaking and Mobility Strategy and Development Team Manager**
Number of post holders	**2**
Acting up/ Secondment	**No**

Purpose of Job

To assist the appropriate manager and provide senior professional and technical advice, project management and support for the configuration, development and implementation of major and strategic public transport, cycling, walking, public realm and other transport infrastructure projects and liaise with other Council departments on the delivery of similar projects.

Major Tasks

On behalf of the Council implement and efficiently manage strategic, complex and high value transport and public realm projects within the Council's capital investment programme ensuring they meet quality, programme and budget criteria.

Through excellent project and time management skills, manage a number of concurrent complex projects supported by the appropriate governance arrangements.

Responsible for co-ordinating project teams and promotes an integrated consistent Council-wide approach to project management overseeing the administrations of all aspects of the ongoing project(s).

Adhere to formal project management methodologies (e.g. Prince 2) during the full life cycle of the project from scope, business case, project planning and programming, project team coordination, budget and risk management through to implementation and evaluation, whilst ensuring that project agreements are being satisfied and reporting procedures, governance, statutory and legal requirements, CDM, other policies and regulations are all complied with.

Ensure quality control and adopt a risk management process for all projects identifying and evaluating the risks associated with the project activities and taking appropriate action to control / mitigate the risks.

Monitors, evaluates and produces and presents detailed briefings, reports, business cases and management information to Senior Managers and Elected Members on the effectiveness and impact of projects and recommends changes enabling project or activity enhancement.

Develop specifications, briefs and procedures to support the procurement of high quality, value for money transport and infrastructure projects.

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.

Prepare professional reports for both technical and non-technical readers including; Committee reports, Planning Applications, Roads Orders and Compulsory Purchase Orders.

Ensure that effective communication is in place for all stakeholders, configure and manage public consultation exercises, prepare for, attend and represent the service at public inquiries/hearings, meetings, conferences and events as appropriate.

Support appropriate managers in managing, implementing and adapting to change in relation to policy and budget priorities.

Provide high level professional and business expertise, advice and support on projects to other teams or external parties as appropriate.

Participate in both land and funding negotiations.

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

There are no formal supervisory responsibilities, though the post holder will be required to lead, co-ordinate and direct in-house and external multi-disciplinary professional teams working to deliver specific project(s) as determined by the Transport management team. A typical project team would comprise of between 5 and 15 professionals, which include; engineers, transport consultants, specialist designers, planners, architects, quantity surveyors, legal advisors, etc.

The post holder will be required to lead more than one project team.

Creativity and Innovation

In project managing a number of strategic, complex and high value transport infrastructure and public realm projects, the post holder will demonstrate a creative and constructive approach to delivering projects and requires the ability to plan and programme effectively, manage resources productively and resolve issues and conflict through effective negotiation.

The work is of significant political and community interest requiring relationship management and clear communication.

The post will demand the ability to interpret, analyse and present a range of complex information for a variety of audiences using appropriate communication channels.

Consider and develop new working arrangements, systems and procedures as appropriate.

Contacts and Relationships

The post holder will require a range of contacts, both internal and external, reflecting the varied nature of Transport services and diversity of projects. This will include senior stakeholders such as Directors, Heads of Service, Elected Members and internal and external customers/clients.

The post will have responsibility for developing and maintaining good internal and external stakeholder relationships.

Decisions (Discretion)

The post holder will be required to make professional judgements, remain flexible in his/her approach and will be responsible for providing advice, solutions and recommendations to other parties. They will also be required to advise, guide and direct less experienced staff and project teams and will work without close supervision and will be responsible for all operational decisions, including financial, on delegated projects and programmes.

The post will manage highly confidential and politically sensitive matters with appropriate awareness and discretion. Confidentiality must be maintained.

Decisions (Consequences)

Post holder decisions and performance directly impact on the Council's reputation.

Decisions taken by the post holder could have financial implications for the Council particularly in relation to contractual matters and negotiations on behalf of the Council, therefore, the post holder must ensure that all projects are managed and delivered within the agreed timescales and to the specified brief.

Ensure at that all project proposals are of the highest standard yet represent best value to the Council and embrace national and local policies, including those relating to sustainable and active travel.

Resources

The post holder shall have monitoring responsibility for multiple major capital projects with budgets of up to £5m.

Environment – Work Demands

The post holder will work autonomously with minimal supervision.

The post holder will operate in a changing environment and need to effectively and diplomatically manage competing priorities, interests and pressurised timescales.

The post holder must be able to adapt flexibly to new demands, and take appropriate action on matters requiring immediate response, with the possible requirement to work out with standard hours in order to meet with community groups and other stakeholders or to ensure that projects are delivered to programme, and that risk to the Council is mitigated.

Environment – Physical

The majority of work will be within the range of normal office based activities, but the post holder will be expected to attend meetings on site as appropriate.

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.

The post holder is responsible for their own health & safety.

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 require to be educated to degree level, or equivalent, and be a member of an appropriate professional body in a relevant discipline, with extensive knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

Demonstrated competence and extensive experience in project management and have a track record of successfully developing and delivering major infrastructure projects.

Operate effectively at a senior level in relation to the development and implementation of major projects.

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.

Organisation Structure

See attached - specific to area of operation.