Person Specification

Position Title	**Senior Project Manager**
Division / Section	**Place - Sustainable Development**
Service Area	**Placemaking and Mobility**
Responsible To	**Placemaking and Mobility Strategy and Development Team Manager**

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	Highly Desirable
	Membership of an appropriate professional body	Highly 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 strategies and projects in a political environment.	Essential

Experience of successfully managing in a matrix management system working to ensure the effective achievement of service outcomes	Essential
STRATEGY AND CHANGE	
Ability to think strategically and innovatively to create placemaking and mobility strategies which are deliverable, inclusive, and contribute to meeting key Council targets (e.g. net zero) and commitments.	Essential
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	Essential

level in other organisations.

A knowledge developing Business Cases in-line with UK treasury Greenbook and Scottish Transport Appraisal Guidance (STAG) is essential.	Desirable
Demonstrable experience in a programme management or projects management role, preferably within a transport and/or placemaking setting	Essential

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, with demonstrable experience setting out the baselines for and managing a programme's scope, resources, schedule, budget, risks and change	Essential
Experience of the procurement and or management of consultants.	Desirable
Experience of securing the cooperation and contribution of partners and customers to the delivery of services and the implementation of strategy.	Essential

Ability to produces and presents detailed high-quality briefings, reports, business cases and management information to Senior Managers and Elected Members	Essential
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;	Desirable
Knowledge and demonstrable experience of working in accordance with the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015;	Desirable
Knowledge and demonstrable experience of working in accordance with the Road Traffic Regulation Act 1984;	Desirable
Knowledge and demonstrable experience of operating in accordance with the Health & Safety at Work Act 1974 and Construction (Design and Management) Regulations 2015;	Desirable
VALUE FOR MONEY / ASSET MANAGEMENT	Desirable
Extensive knowledge and experience of feasibility, design, implementation, delivery and maintenance of roads, public transport, Active Travel, AIP and public realm schemes and assets, delivering excellent value for money for the Council.	
CUSTOMER FOCUS	Essential
Extensive experience of delivering demonstrably customer-focused services tailored to meet known needs of local communities.	

Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in the Council's Competency & Values Framework.

Customer focused	Manages complex customer/client relationships; Ensures regular contact with customers/client is maintained until problems are resolved; Consults on service provision and uses feedback to implement service improvements; Develops and reviews quality standards for service delivery; and Manages customer/client expectation and conflicting need.
Works Effectively with others	Builds and maintains constructive working relationships with other teams and groups; Encourages equality and diversity in the workplace; Treats people at all levels of the organisation with respect and values their abilities and contribution; Tackles difficult issues of harassment, victimisation and racism in the workplace;

	Facilitates open discussions and resolves conflicting views; and Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing change	Helps others to understand and address their concerns about change; Proactively sells and champions change programmes to others; Manages major conflict which could prevent changes being implemented; Asks incisive questions to open up creative thinking and fresh ideas; Assesses the impact of change and puts measures in place to minimise risk; and Plans the communication of change to explain what is different and what is the same.
Taking Ownership and Responsibility	Creates a sense of urgency about a situation when deadlines are slipping; Ensures actions which are down to others take place as necessary and/ or expected; Takes advantage of opportunities to influence future events; Commits to own continuous improvement; Is prepared to go beyond what appears to be required in the interests of the organisation; Motivates individuals and groups to be proactive even when meeting resistance; and Keeps promises and honours commitments.
Communicating Effectively	Chairs meetings and facilitates groups effectively; Conveys difficult messages and gains acceptance; Diffuses conflict in a constructive non-threatening manner; Presents information in a persuasive and convincing manner; Asserts own opinions and expertise in tough situations; and Is highly self aware and sociable, buoyant and positive when communicating with others.
Planning and Decision Making	Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect; Balances strict technical interpretation of issues with the need for practical solutions; Makes decisions that take account of multiple stakeholders; Properly considers departmental cost and resource implications when making judgements; Makes tough or unpopular decisions when required; and Anticipates future trends/issues and amends plans accordingly.

Leading Others	Motivates and drives teams to achieve departmental objectives; Stimulates challenge and constructive debate within the team; Spots talent and gets the right team together, designs and constructs a Team to make best use of members' abilities; Ensures constructive review takes place rather than apportioning blame; Leads without interfering, steps back and trusts people; Reinforces acceptable behaviours and values of the Council; and Takes equal responsibility for the team's successes and failures.
Managing Performance and Developing Others	Holds managers accountable for their own and team performance; Encourages suggestions from managers/people to improve systems and processes; Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change; Actively encourages and helps managers/people realise their potential and career aspirations; Sets team objectives and instils desire to exceed targets; and Ensures key measures are in place including efficiency and where appropriate productivity.
Political Sensitivity	Recognises department/Council wide constraints - what is or is not possible in different circumstances; Uses departmental/Council wide relationships to get things done; Accepts that the political decision making process of the Council will influence the department; and Demonstrates awareness of political and community issues relating to local government.