

Role Profile

Part A - Grade & Structure Information

Job Family Code	12RT	Role Title	Principal Project Manager
Grade	PS12	Reports to (role title)	Infrastructure & Major Projects Team Manager
		Directorate	Place
JE Band	519-613	Service	Major infrastructure Delivery
		Team	Infrastructure & Major Projects
		Date Role Profile created	Sep-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To undertake project/programme lead across a range of infrastructure and high value, complex, high risk projects/programmes as appropriate and work across the Infrastructure and Major Projects Team, providing expert technical knowledge and support for the development and review of transport strategies and the Council's infrastructure and major projects</p> <p>Lead on the design and implementation of infrastructure and high value, complex, high risk Major Projects, attending public consultation/exhibitions to seek and work with stakeholders, funding bodies and government agencies to achieve consensus on projects and transport strategy. Contribute to the Council's representation at public inquiries and other reviews related to projects.</p> <p>Ensure that all projects are managed, scoped and delivered using consistent project initiation, project planning, issue/risk management, stakeholder management and benefits realisation methodologies. Gain best value by coordinating work from a number of teams in the Place Directorate, other Council services and stakeholders so that all projects and programmes are managed to deliver required outcomes on budget and to time by identifying scope, timelines, milestones, deliverables, performance measures etc. for all work streams. Ensure that projects are developed and evaluated using current technical guidance and advice. Liaise regularly with central government assessors to ensure that all necessary information is available for scrutiny when required.</p> <p>Ensure best value by commissioning, supervising and co-ordinating work from internal County/District/Borough teams, consultants and other stakeholders.</p> <p>To brief and support elected Councillors and ensure that the democratic and political processes are fully embraced in reaching key decisions throughout the life of the project, paying particular attention to reaching a consensus between local and strategic considerations. Provide mentoring/coaching to junior members of the team.</p>
Work Context	<p>The post is located in the Infrastructure and Major Projects Delivery Team which leads the Council expertise on delivery of a wide range of infrastructure and major projects.</p> <p>The team manages a number of major and minor highways, transport and infrastructure projects which in many instances can require development to produce a Major Scheme Business Case as a bid to seek funding including presenting and seeking approval at internal boards (e.g. Investment Panel and Capital Programme Panel).</p> <p>The post holder will be working with colleagues from within the County Council and from other public and private sector organisations/commissioned consultants to deliver successful bids for major projects and develop them through detailed design and construction. This will require demonstrable skill in communicating with and influencing colleagues in a matrix management approach to project delivery.</p> <p>The post holder will be a highway and transport engineer and/or transport planner and/or qualified project management expert and will act as project/programme lead for one or more schemes and lead the diverse activities that contribute to the successful delivery of major projects of this nature.</p> <p>This post can require the postholder to be seconded to a partner organisation. This enables a more joined up approach to delivering key priorities for the named authority, for example regeneration and place projects. The post holder will mentor and coach more junior members of staff, sharing best practice and acting as a centre of excellence for project delivery.</p>
Line management responsibility if applicable	Virtual management of 0-5 project staff, matrix management of other internal County staff and commissioning external consultants. Mentoring and coaching as above.
Budget responsibility if applicable	Management of infrastructure and complex, high risk projects with individual values typically from £0.5m up to £50 million with a typical collective programme of £200 million.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> Plan, organise and control the work of the service area to deliver organisation's objectives. Develop and implement operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and council strategy. Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> Ensure legal, regulatory and policy compliance of technically complex or high profile schemes/ initiatives. Formulate and deliver practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation. <p>People and Partnerships</p> <ul style="list-style-type: none"> Liaise internally and externally at senior levels to establish service requirements and priorities and ensure issues are appropriately represented and acted upon. Work with a range of agencies and partners to identify and apply cost effective means of delivering improvements to practices within the specialist area and develop new relationships with key stakeholders as appropriate. May lead and manage a group of staff across a function/service, or as a significant part of a wide function to ensure programmes of work are effectively delivered. <p>Resources</p> <ul style="list-style-type: none"> Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Apply specialist expertise and use judgment to make decisions where solutions are not obvious. Identify issues and trends that may have an impact in their area of responsibility to enable and ensure that appropriate action is taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> Degree or equivalent professional qualification in a relevant specialist area. May be required to be a member of a professional institute. Authoritative knowledge of the legislation, principles, practices, and procedures relevant to the role. Substantial experience working at a senior level in a relevant role Proven ability to manage budgets and resources. Proven ability to deliver technically complex programmes of work to deliver agreed outcomes and objectives. Comprehensive knowledge of computerised business systems. Excellent verbal and written communication and interpersonal skills with high level negotiation and influencing skills. Proven ability to work collaboratively with internal and external partners/professionals. Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change. Proven ability to assess risks and benefits in a complex environment and respond appropriately. Clear evidence of political sensitivity and awareness. Ability to understand, meet and exceed customer expectations. Excellent leadership skills with substantial experience in motivating, coaching, mentoring and developing staff.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>To hold, or be actively working towards, a professional/project management qualification, with membership of a suitable professional/project management body i.e. the APM, RTPI, ICE, CIHT, IHE or TPS e.g. joining at IEng, TPP or equivalent level.</p> <p>Significant knowledge, experience and ability to work with minimum supervision in the delivery of Infrastructure projects including Transport, Highway and Civil Engineering projects. Knowledge of the policies/regulations and processes involved in the development of business cases and delivery of major projects, including statutory procedures such as compulsory purchase orders, planning permission and public inquiries.</p> <p>Substantial experience of working in Project Delivery in the Transportation and/or Infrastructure Sectors and in line with the qualification requirements as required by professional bodies listed above.</p> <p>Significant knowledge/experience of consultation and negotiation with external organisations e.g. involving the Strategic Road Network and Rail.</p>

Role Summary	Roles at this level are substantial management roles involving management of services of a technical or specialist nature and will typically engage with a range of agencies, internal and external partners. They will manage a professionally qualified team to deliver major technical projects and/or regulatory services. They have a key role in regulatory assessment, decision and enforcement and require a high degree of technical or specialist knowledge and expertise which is used to exercise high levels of judgement and decision making in their area within broad parameters and policy guidance. Roles at this level are accountable for the professionalism of technical or regulatory services under their remit.
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