

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Project Manager
Grade	PS11	Reports to (role title)	Principal Project Manager
		Directorate	Place
JE Band	439-518	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 management of a range of capital schemes as appropriate and work across the Infrastructure and Major Projects Team providing technical knowledge and support for the development and review of transport strategies and the Council's major projects</p> <p>Manage the design and implementation of public consultation exercises and attend 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 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.</p>
Work Context	<p>The post is located in the Infrastructure and Major Projects Team, which leads the Council expertise on development and delivery of a wide range of infrastructure and major projects.</p> <p>The team manages a number of major highway and transport projects which in many cases 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. They will act as project/programme manager for one or more schemes and manage the diverse activities that contribute to the successful delivery of major projects of this nature. This requires a joined up approach to delivering key priorities for example regeneration and place, active travel, technology and flood projects.</p>
Line management responsibility	Can involve virtual management of 0-5 project staff, matrix management of other internal County staff and commissioning external consultants.
Budget responsibility if applicable	Management of projects with individual values typically over £5million.

<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"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions 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/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
<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 qualification, with membership of a suitable professional 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 application 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 highway and transport schemes, including statutory procedures such as compulsory purchase and side road orders, planning permission and public inquiries.</p> <p>Substantial experience of delivering in the transportation and/or infrastructure sector 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 typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.
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