

		JOB DESCRIPTION		Form JD1	
JOB TITLE: Project & Programme Assistant			POST NUMBER:		
REPORTS TO (Job Title):			Major Project Delivery Manager (Highways)		
DEPARTMENT: Highways			GRADE: 7		
JE REF:		4323		PANEL DATE: 21/01/2020	
1.	MAIN PURPOSE OF JOB Responsible for: <ul style="list-style-type: none"> - The overall monitoring and management of the areas of the council's capital programme for which the Directorate of Economy & Place is responsible – under the strategic direction of the Highways Major Projects Manager. - The construction and maintenance of a database of schemes and briefs prioritised against the objectives of the Highway Capital Programme. Assisting in the preparation of briefs for schemes on the database and coordinating and monitoring their production to ensure information is available at a time to suit the capital programme. All under the direction of the Highways Major Projects Manager. - Monitoring and management, with the Major Projects Manager, of the financial aspects of the capital programme (LTP, S106, S278 and Ward committee) including processing purchase and servitor orders. 				
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:				
	i	Manage the collection of information from relevant section managers, project managers, engineers and other departments as appropriate to ensure the timely receipt of information to monitor the capital programme.			
	ii	Carry out dynamic monitoring of the capital programme to enable a fully proactive approach to be taken, including the development of a 'worst case scenario' exercise to establish robustness of over-programming and scheme delivery assumptions made by project officers, and report outcome and required actions to the Major Projects Manager.			

	iii	Write the monitoring and outturn reports for the Directorate of Economy & Place capital programme, and reports for the directorate's management team, including mapping work as appropriate.
	iv	Manage the regular monthly update of budget monitoring and project progress spreadsheets.
	v	Organise monthly capital programme monitoring meetings including organising agendas, taking minutes, and chairing if required.
	vi	Manage the collection of information from project leads for schemes on the Directorate of Economy & Place capital programme, and prepare the updated RAG spreadsheet for Transport Board meetings.
	vii	Compile a draft programme and draft the budget report for the future years capital programme.
	viii	Prepare, issue and manage the Streetworks permit system, ensuring all schemes are Noticed correctly. Engage with and attend regular meetings with Streetworks and update the spreadsheet/programme with the agreed actions from the meeting.
	ix	Prepare and issue all S.58 Notices and other statutory Notices as required under NRSWA and Highways Act.
	x	Prepare scheme briefs and/ or provide assistance to others in the preparation of scheme briefs, as appropriate, for schemes in the capital programme and on the prioritised database, to suit the requirements of the capital programme.
	xi	Provide information on strategic documents and guidance, schemes, and performance indicators to other council departments and external agencies.
	xii	Make presentations to clients, Members (including Committee meetings as appropriate), the public, and other organisations as necessary, and attend/ minute other internal and external meetings.
	xiii	Establish and maintain good internal and external relationships with clients, customers, Members and colleagues.
	xiv	Undertake any other tasks that may arise from time to time that fit within the overall grading and responsibilities of the post holder.
	xv	Liaise closely with the Transport Policy and Programmes Assistant in providing reliable data and updates (financial and programme) regarding the highway team delivery of transport team projects.

	Devise maps and/or other graphics for inclusion in transport planning documents, in order to present information clearly for all audiences.
5.	<p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal • External
	In order to carry out the monitoring and management of the highways capital programme, the role involves contact with colleagues to gain updates on scheme progress and identify any cost increases, delays to schemes, interaction with projects being progressed by other departments in the council, and the impacts of these issues on the council's ability to implement the highways capital programme. This can include contentious information regarding scheme budgets and progress, which will have significant financial and reputational implications for the council and affect the achievement of the policy objectives in the Council Plan. A significant amount of staff members are involved with the schemes in the capital programme, and are required to provide updates on schemes as detailed below.
	Frequent contacts with engineers/ project leaders to resolve scheme budget and programme issues, and ensure the timely receipt of information on scheme progress. At minimum this is on a monthly basis to report to Transport Board, though can be more frequent if issues arise.
	Frequent contacts with colleagues in the Transport Service to collect information on current capital programme schemes, and to make recommendations to develop the future years capital programme.
	Frequent contacts with colleagues to collect information on schemes in the Directorate of Economy & Place maintenance capital programme.
	Verify spend against schemes in the capital programme (including addressing errors) through regular contact with the Finance Team.
	Occasional contact with colleagues in Highways to develop policies and strategies for inclusion in strategic documents.
	Provision of information to other departments on highway schemes that are ongoing or were implemented in previous years, as required.
	Integration of highway-related Ward Committee schemes with the capital programme through regular contact with the ward delivery team.
	Occasional contacts with the Department for Transport and other government departments to confirm content/ direction of strategic documents.

6.	DECISIONS – discretion & consequences
	A significant part of the role is the monitoring and management of the highways capital programme, which includes c.200 schemes and has a value of c. £15m per year. The role requires decisions to be made regarding adjustments to scheme budgets, timescales for works to be carried out, interactions with other schemes being progressed by the council, and funding sources for transport schemes (from minor schemes to major improvements to transport infrastructure).
	Discretion
	Prepare proposals to amend budgets for schemes in the capital programme based on information collected on scheme progress and expected scheme costs, and understand the impact of changes/ delays to scheme progress on budgets, with regard to factors that can affect scheme completion and spend.
	Agree with the Major Projects Manager the best way to present information collected on scheme progress for Transport Board and any other progress reports.
	Make recommendations to Members regarding capital programme issues/ schemes.
	Identify timescales/ deadlines for project work such as work on strategic documents and for capital programme reports.
	Prioritise own workload, particularly when dealing with two different areas of work (ward programme & overall capital programme) with similar, often competing, deadlines.
	Consequences
	The decisions made regarding scheme budgets, timescales, and funding have a significant impact on the provision of new and improved transport infrastructure, which affects other areas of work carried out by the Highways Service. External organisations such as bus operators, and any impact on York residents and visitors to York, should be considered. The decisions made also have an impact on the delivery of the policies and schemes set out in the council's Local Transport Plan, and the council's corporate objectives.
	Adjustments to budgets for schemes in the capital programme ensures that budgetary overspends / underspends are avoided and schemes are progressed in order to meet the council's corporate policies and objectives, and improve transport infrastructure for the benefit of York residents, businesses, and visitors.
	The correct interpretation of national/ regional guidance ensures policy makers and Members are correctly advised of current strategic highways regulatory standards and guidance.
	The correct identification of timescales for project work ensures deadlines for work can be met.
	The correct prioritisation of own workload will allow deadlines for capital programme monitoring and reports to be met.

7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <p><u>Description</u> <u>Value</u></p> <p>Has normal office equipment</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands While there is a regular workload, ad hoc and extra jobs and projects are frequently given to the post holder as they arise, and deadlines and priorities can frequently change. There can be longer term projects running at any one time, on top of all the shorter projects. Must organise and prioritise own workload (and workloads of colleagues where required) on a daily basis, and liaise with colleagues as necessary. Often required to respond to requests for information from colleagues / managers / councillors at very short notice, including freedom of information requests. Required to provide information to external organisations, such as progress reports, to the Department for Transport.</p> <p>Physical demands No strenuous physical demands or conditions.</p> <p>Working conditions Normal office conditions apply. Meetings can be held in the evenings. Occasionally have to attend/ facilitate/ contribute to discussion at consultation meetings.</p> <p>Work context No risks to personal safety or wellbeing arising from the working environment. Moderate risk of hostile confrontations with public through attendance at public meetings (including Committee meetings).</p>

9. KNOWLEDGE & SKILLS

This post requires the ability to carry out a range of advanced abilities, with detailed knowledge and skills in numeracy, IT, and budget management.

Qualifications: Degree (or equivalent) in relevant subject.

The postholder will have:

Sound numeracy skills and competence in the handling and evaluation of large amounts of data.

Extensive practical experience in programme monitoring and transport planning.

Excellent IT skills, including competence in: word processing (preferably Word); spreadsheets (preferably Excel); presentations (preferably Powerpoint); databases (preferably Access); mapping and GIS.

Experience in desktop publishing and other financial management systems would be an advantage.

The ability to devise and maintain a range of management information systems using various PC packages.

Knowledge and experience of the financial control of projects.

Experience of decision making for suitable projects.

Knowledge of Construction Project Management Procedures (preferred)

Knowledge of Risk Management (preferred)

Experience in report writing (as appropriate for level).

Experience in making presentations.

Able to use MS Project, programming software (GANTT Chart creation and updating).

Good inter-personal skills.

High standards of written English and oral communication.

Enthusiasm and the ability to work as part of a large multi-disciplinary team.

The ability to produce good quality results under pressure and work to tight deadlines.

Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C2 - Mastery or proficiency - Can express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it. Can understand with ease virtually everything heard or read.

10. Position of Job in Organisation Structure

