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|  | | | | JOB DESCRIPTION | | | | Form JD1 |
| JOB TITLE: Senior Transport Project Manager | | | | | | **POST NUMBER:** 1100EFX | | |
| **REPORTS TO** (Job Title): | | | | | | Major Transport Project Manager | | |
| DEPARTMENT: Directorate of Economy and Place | | | | | | **GRADE**: 11 | | |
| **JE REF / JE unique ID:** | | | 3766  B01035 | | PANEL DATE: | | 19/06/2018 | |
|  | **MAIN PURPOSE OF JOB**    The main purposes of the job are to:   * Oversee the delivery of a large regeneration project to provide the infrastructure for a new city quarter incorporating highways, structures, drainage and utilities and public realm. * Project manage a range of complex major construction projects, specifically a highway/railway interface valued at up to £100m, comprising scheme development, feasibility, outline design, planning consent, procurement and construction of transport and highway works. * Ensure that the provision of new infrastructure is compliant with standards where appropriate and carried out successfully. * Coordinate and control the activities of a wide range of specialist teams and individuals. | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | |
|  |  | **Responsibilities:** | | | | | | |
|  | i. | To bring expertise and knowledge to direct, project manage and deliver major projects within budget, on time and to meet the expectations of stakeholders and customers. | | | | | | |
|  | ii | To undertake the Project Manager role identified in the NEC3/4 Engineering and Construction Contract for the construction phase of the project. | | | | | | |
|  | iii | To work in close co-operation with the Project Supervisor, to ensure the successful completion of the construction phase of the project. | | | | | | |
|  | iv. | To manage the production of final detailed designs and contract documents for the scheme using external consultants and the in house team. | | | | | | |
|  | v. | To direct the activities and performance of the Project Team and to support the Major Transport Project Manager in contributing to the aims and objectives of the Economy and Place Directorate and the LTP and thereby ensuring the Council’ s priorities are achieved. | | | | | | |
|  | vi. | To prepare a range of reports as required, for example for the Project Board and Executive, on behalf of the Major Transport Project Manager and Director of Economy and Place, for the purpose of project governance, including financial forecasting and progress monitoring of the project. | | | | | | |
|  | vii. | To provide professional guidance on the complex issues surrounding projects to elected Members, the management team and other senior managers to enable them to make informed decisions with regard to the management, direction and operational delivery of the project at key stages. | | | | | | |
|  | viii. | To support the Major Transport Project Manager on the strategic management of projects. | | | | | | |
|  | ix. | To assist in the preparation and implementation of a communication plan, based on the Statement of Community Involvement, to ensure good quality liaison and consultation with customers and communities and to use this throughout the life of projects. | | | | | | |
|  | x. | To regularly review the expenditure and funding profiles and assist the Major Transport Project Manager in preparing funding projections. | | | | | | |
|  | xi. | To prepare reports to the Combined Authority, DfT and Council on project progress and expenditure. | | | | | | |
|  | xii. | To review procurement options and to assist in the development and implementation of the procurement strategy most suited to the project. To assist in the procurement process and appointment of the supplier for projects. | | | | | | |
|  | xiii. | To challenge accepted practice to improve and enhance outcomes, particularly in relation to sustainable design. | | | | | | |
|  | xiv | To apply professional standards and a cost-effective, efficient and business-like approach to the provision of both the in-house and external management of service provision for the Council, ensuring that a value for money, high performing and customer-focussed service is provided to a quality and standard that is expected. | | | | | | |
|  | xv | To proactively support staff in the Project Team, ensuring that their personal and professional development, welfare and contribution to all objectives is maintained and improved. | | | | | | |
|  | xvi | To ensure that the requirements of CDM 2015 are met in terms of the responsibilities of the Client and that the CDM process is embedded within the project | | | | | | |
|  | xvii | Responsible for regular updates to the programme including the use of Gannt charts and for bringing matters arising, and potential solutions, to the attention of senior management. Responsible for reviewing contractor’s programmes within the duties under the NEC3/4 Engineering and Construction Contract. | | | | | | |
|  | xviii | Responsible for regular updating of the risk assessments and assessing the financial impacts arising from this. Drafting and maintenance of project risk registers. | | | | | | |
|  | xix | Ensuring that the project has a well organised filing structure with accessible documentation for relevant external contractors and consultants. | | | | | | |
|  | xx | Establish the project web page and take responsibility for keeping this up to date. | | | | | | |
|  | xxi | Responsible for ensuring that the Health & Safety requirements associated with the construction project are followed and taking the lead as a Health and Safety Champion within the project team. | | | | | | |
|  | xxii | Regular liaison with customers and others affected by the project, including attendance at public meetings and representing the Council by giving presentations and responding to questions. This will be particularly relevant for proposals at the planning stage. | | | | | | |
|  | xxiii | Develop processes and proposals with other partners in WY and NY pertaining to the development and implementation of major transport schemes | | | | | | |
|  | xxiv | To work as part of a delivery partnership for schemes with complex governance arrangements such as the York Central development and ensuring that delivery activities are coordinated with the broader regeneration timetable. | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting –  **Direct**:  1 Administrative post  1 Construction Project Manager on larger projects    **Indirect**: Approx. 20 staff in total from a variety of teams:-  9 in-house staff heavily involved in the project from:   * Sustainable Transport * CES Highways * Network Management   The equivalent of 1 member of staff from:   * Procurement * Legal * Property   10 staff from external consultancies:   * Engineering * Planning * CDM * Transport | | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**   * This is a project with complex issues requiring sensitive and careful management as well as a high level of creativity and innovation to produce solutions that are imaginative and effective in the delivery of the desired services * In designing solutions for each project, the jobholder must have a good understanding of the wider implications of the potential impact on the Council’s service provision, especially the impact on the longer term strategies for some of the major developments across the city. * Undertaking research and benchmarking with other local authorities and the private sector to determine creative solutions to engineering and management issues. * Using judgement and professional knowledge to explore options subject to guidelines, statutory requirements, Council policy and the like. * Producing creative responses to maintain funding, control expenditure and to manage technological advances and opportunities to achieve objectives leading to the integrated provision of the new services. * The type of procurement package will need to be imaginatively developed to obtain the best value balance between costs and deliverability * Management of risk by considering and introducing new and innovative ways of working to bring the project in on time and within budget * Design and construction to incorporate new techniques as required to be as sustainable as possible, whilst being highly maintainable and of good appearance, yet still delivering value for money * The outcomes will meet the needs and demands of the project as well as the expectations of the local residents * Rapidly changing circumstances throughout the life of the construction project (live traffic management, deep excavations, contaminated land etc.) require the postholder to be adaptable, innovative and creative to minimise the risk of cost and time overruns and ensure public safety. Immediate decisions required often without reference to senior management. | | | | | | | |
| **5.** | CONTACTS & RELATIONSHIPS **Internal**  Regular contact with the Head of Transport, Major Transport Project Manager and Chief Officers, advising on all aspects of project management.  Regular contact with senior managers, staff and stakeholders involved with the project, such as building occupiers on property-related issues and with Council departments and regulatory bodies on planning, environmental matters, archaeology, highways, network management, architects, engineers, Transport Planning Officers and operators. The main purpose of the contact is to provide and obtain information and to issue clear guidance. This requires a high level of cooperation to achieve results from such a disparate group and there will be points of conflict requiring negotiation. External Regular contact with land owners, businesses, special interest groups, engineering design consultants, contractors and bus operators. The meetings will essentially be to provide and obtain information to assist in making decisions so that the various targets, over the life of the project, are met. Contacts will often be difficult and sensitive with inevitable points of conflict requiring a negotiated compromise.  As required, represent the Council with external bodies in private and open forums, making presentations and participating and contributing professionally in public consultation, such as ward and parish meetings. Meetings of this nature have the potential to be stressful on occasions. | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  **Discretion**  The post holder will have discretion to deliver the project in the most appropriate and cost effective manner, subject to Project Board guidelines, Council policy, planning conditions and statutory requirements. Subject to delegated authorisation the post holder will be responsible for instructing contractors, agreeing compensation events and verifying contractor payments for large projects. Consequences An ill informed decision by the post holder will mean that the outcomes do not meet the expectation of the project or community.  **Discretion**  Prioritises own workload against the project’s operational objectives, ensuring efficient use of the available resources, determining conflicting demands and using judgement concerning workload and cost-effective solutions. Essentially this can commit the Council to a course of action or liability. Consequences The quality of the decisions made will have an impact on timescales, costs, team working efficiencies and customer and stakeholder satisfaction. The decisions will influence the sustainable approach to the ongoing operation and maintenance of large scale Council assets.  **Discretion**  The postholder will be responsible for the day to day management of the contractors delivering projects. Rapid decision making will be required, often without reference to senior management, to ensure continued public safety and minimise the risk of cost overruns and time delays.  **Consequences**  The projects may involve upgrading some of the most congested routes and junctions in the strategic road network in York. Delivery problems could have far reaching effects on the local economy. Poor or delayed decision making has the potential to increase costs to the council substantially. | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value  Usual office equipment plus PPE PPE £350 | | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * Subject to change in demands and direction from Council Members, officers and the general public. * At any one time deals with conflicting priorities and needs to be flexible and adaptable. * The projects may be carried out at considerable risk to the Council. Understanding and managing these risks will be a key demand. * Needs to respond appropriately to specific incidents, e.g. extreme weather conditions affecting construction and impacting on traffic flows, failures in the utilities and operational failures when commissioning the projects.  Physical demands  * Normal office environment * Regular inspections of the construction sites involving walking over rough ground conditions  Working conditions  * Normal office environment but with regular construction site visits. May be site based for periods during the construction period.  Work context  * Permanent and site based office working environment * Some risk to personal safety on busy construction sites involving heavy plant and vehicular traffic. | | | | | | | |
| **9.** | KNOWLEDGE & SKILLS  * Educated to degree level in engineering or other appropriate discipline. * Membership of the Institution of Civil Engineers or similar professional body. * Extensive experience acting as the Project Manager under the NEC3 Engineering and Construction Contract. * Extensive experience using PRINCE2 project management principles. * Considerable experience working at a senior level in construction management and extensive knowledge of practices within local government. Of particular relevance is experience in: * Contract law * Design standards * Procurement * Construction techniques * Sustainable asset management * Project management tools and reporting * Extensive experience of managing major projects and of managing, motivating and developing internal staff and external service providers. * Sound knowledge of local government procedures and practices. * Computer literate * Proven leadership skills with the ability to remain flexible and keep disparate teams of staff, undertaking a range of specialist functions, focused and motivated even through periods of change * Proven skills in analysis and problem solving. * High level of oral and written communication skill * Ability to liaise and influence effectively at all levels * An experienced negotiator, particularly on contractual matters * An excellent ability to shape outcomes | | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to: Major Transport Project Manager  Other jobs at this level: Transport Policy and Modelling Manager, Strategic Transport Operations Manager etc  THIS JOB  Jobs reporting up to this one: 2 No (Project Assistant, Transport Project Manager) plus 20 others indirect. | | | | | | | |