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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Transport Project Manager | | | | | **POST NUMBER:** 1100DTH | | |
| **REPORTS TO (**Job Title)**:** | | | | | Major Transport Project Manager | | |
| DEPARTMENT: City & Environmental Services | | | | | **GRADE**: 10 | | |
| **JE REF:** | | | 3651 B00920 | | PANEL DATE: | 050416 | |
| **1.** | **MAIN PURPOSE OF JOB**  To project manage the delivery of transport/highway related schemes up to a value of £5m. This will include overseeing feasibility, outline design, planning application, procurement, construction, financial matters, customer liaison etc.  To assist the Major Transport Project Manager in the delivery of larger schemes. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | 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 Engineering and Construction Contract for the construction phase of the project. | | | | | |
|  | iii | To work with the Project Supervisor, to ensure the successful construction of the project. | | | | | |
|  | iv | To manage the production of final 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 and Programmes Managers in contributing to the aims and objectives of the City and Environmental Services Directorate and the LTP and thereby ensuring the Council’ s priorities are achieved. | | | | | |
|  | vi | To prepare reports for the Project Board and Cabinet, on behalf of the Major Transport Project and Programmes Managers and Director of City and Environmental Services, for the purpose of project governance, including financial and progress monitoring of the project. | | | | | |
|  | vii | To provide professional guidance on the complex issues surrounding this project 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 and Programmes Managers on the strategic management of the 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 the project. | | | | | |
|  | x | To regularly review the expenditure and funding profiles and assist the Major Transport Project and Programmes Managers in preparing funding projections. | | | | | |
|  | xi | To prepare reports to the Combined Authority, DfT and Council on project progress and expenditure. | | | | | |
|  | xii | Ensuring that CDM requirements are satisfactorily followed, that there is regular and structured liaison with the CDM Coordinator and that the CDM process is embedded within the project. | | | | | |
|  | xiii. | Responsible for regular updates to the programme including the use of Gannt charts and for bringing matters arsing, and potential solutions, to the attention of senior management. | | | | | |
|  | xiv | Responsible for regular updating of the risk assessments and assessing the financial impacts arising from this. | | | | | |
|  | xv | Ensuring that the project has a well organised filing structure with accessible documentation for relevant external contractors and consultants. | | | | | |
|  | xvi | Establish the project web page and take responsibility for keeping this up to date. | | | | | |
|  | xvii | Detailed involvement in all aspects of the project. This will require frequent attendance at meetings and taking responsibility for actions to ensure the smooth progress of the project. | | | | | |
|  | xviii | Organisation of staff resources to form the most relevant work teams for the key tasks as the project develops and moves forward. | | | | | |
|  | xix | Responsible for ensuring that the Health & Safety requirements associated with the construction project are followed | | | | | |
|  | xx | Reporting on a regular basis to the Project Board.. | | | | | |
|  | xxi | 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 at the planning stage. | | | | | |
|  | xxii | Develop processes and proposals with other partners in WY and NY pertaining to the development and implementation of major transport schemes | | | | | |
|  | xxiii | Customer liaison in connection with land issues, accommodation works, construction implications and all other matters relating to the project | | | | | |
|  | xxiv | To represent or assist the Major Transport Project Manager when necessary in meetings. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting -  **Direct:** 1 Project Support Officer -    **Indirect:** Up to 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**  Within the guidelines established by the Major Transport Programmes Manager, the post holder has considerable freedom to be creative:   * In assisting with development of the project programme and the input of ideas to keep within the timescales. * In the ongoing identification of risks but more importantly in developing mitigation measures. * Through imaginative solutions to produce a joined-up approach to project delivery through the formation of a range of work teams from a wide group of consultants, contractors and in-house staff. * Through the creation and delivery of interesting and appropriately pitched presentations to engage with customers. * Through the creation and ongoing development of the project web pages. * By helping to develop sound procurement documentation and processes. * By using innovation to defend the Council’s position when claims are made under the terms of the contract. * By creative use of the new project management facilities within the Council’s emerging Document and Record Management System. * Through the development of solutions to problems raised by customers. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS** Internal Dedicated project staff –  In-house staff involved in the various project teams covering:   * Planning - working with the Planning Officer and other staff involved with the planning process, to clarify issues * Design and Construction - meetings etc with staff in Engineering Consultancy to ensure programme adherence and to assist with issues affecting the programme and requiring client input * Transport planning - as above but meetings etc with staff in the Transport Planning Unit * Procurement - close involvement with the Procurement Team staff to obtain information, to assist with the procurement process and to ensure that the rules and procedures are followed * Legal - as required to seek advice from in-house legal staff or to ensure that the advice is obtained through them from other sources * Property - close working relationship with the architects staff to ensure programme adherence and to assist with coordination of works, especially on environmental issues * Members - keeping local Members updated, answering queries and assisting with reports and information for the Cabinet Member and Shadow Cabinet Member.  ExternalA wide range of contacts will be required:  * Planning consultants - detailed involvement in some aspects of the pre-application planning process involving regular contact with the consultants * Design and construction consultants - meetings to ensure programme adherence and to deal with issues requiring client input * Procurement consultants - as above * Contractors - as above * Bus operators - ensuring that their views are captured and included in the design and construction * Land owners, directly and indirectly affected – contacts with landowners and their agents to ensure smooth operation of construction related matters * Residents - updates via Ward meetings and dealing with day to day concerns * Service users- capturing concerns from users of the facility and making sure that they are addressed   The post holder will be responsible for creating a range of work teams from the internal and external staff available. These teams will vary depending on the tasks being undertaken and a wide range of contacts and close working relationships is therefore required.  Holding meetings with work teams, Members, residents, service users and others. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  **Discretion**  Within the overall constraints of the project, the post holder has considerable discretion to:   * Develop solutions to problems and to investigate potential options of the post holder’s choosing   Prioritises own workload and that of staff directly managed. Consequences This is a city wide workstream to improve the city’s transport infrastructure to address the issues of traffic congestion. The post holder will have a direct impact on the progress and success of the project in terms of timescales, costs, team working efficiencies and customer and stakeholder satisfaction. The decisions will influence the sustainable approach to the ongoing operation and maintenance of these large scale Council assets. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description Value  Usual office equipment plus PPE PPE £300 | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * High expectation of a successful outcome to the project * 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. * This project is being carried out at considerable risk to the Council. Assisting in the understanding and management of 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 sites. * Will represent the Senior Transport Project Manager when required at meetings and with customers. * Will be required to attend public meetings to present information and answer questions.  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 and walking over rough ground conditions will be required at times.  Work context  * Normal office environment but with the possibility that there may be temporary site based accommodation for a period of the employment. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * Educated to degree level in transport, engineering or other appropriate science based discipline. * Sound knowledge of local government procedures and practices. * Considerable experience in construction management. Of particular relevance is experience in: * Health and Safety in the construction environment, including CDM * Project management skills in planning, communication, organisation, finance and risk * Contract law * Design standards * Procurement * Construction techniques * Sustainable asset management * Previous relevant experience of assisting in managing major projects. * Creation and management of work teams to suit various tasks as the project develops. * 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. * Experience of major scheme development and the major scheme business case process * Ability to liaise and influence effectively at all levels. * Computer literate. * Good oral and written communication skills. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Major Transport Project Manager  Other jobs at this level;  N/A  THIS JOB | | | | | | |