



JOB DESCRIPTION

Job Title	Active Travel Project Manager	
Directorate	Community Place and Economy	
Reporting to		
Grade	10	
Evaluation ref:	AG1183	Job Family ref:
Role Purpose		
<p>Support the Service Manager and Principal Transport Planner to oversee the development and scheme preparation stages of new active travel schemes, through to the commencement of construction and handover to operational delivery.</p> <p>Manages projects as the scheme transitions into construction.</p> <p>Co-ordinates with the various stakeholders to agree robust proposals, appropriate engagement from all necessary parties, commissioning of necessary technical activity and securing of necessary approvals and consents.</p> <p>The focus of this role will be on the Active Travel Programme, but the successful candidate will be required to become involved in other team and interdisciplinary projects.</p>		
Accountabilities		
<p>Responsible for supporting the Service Manager - Transport Schemes</p> <p>Commissioning for all matters related to the commissioning of new major and minor transport infrastructure schemes to ensure swift progress is maintained through the life of the scheme.</p> <p>Commissioning Major Transport Infrastructure Schemes</p> <p>Oversee the development and scheme preparation stages of new schemes following the approval to commence a strategic outline business case, through to the commencement of construction and handover to operational delivery.</p> <p>Manage projects with the authority and responsibility to run the project on a day-to-day basis up until the appointment and involvement of an 'NEC project manager' (contract manager) as the scheme transitions into construction.</p> <p>Co-ordinate activity working with the various stakeholders to agree robust proposals, appropriate engagement from all necessary parties, commissioning of necessary technical activity and securing of necessary approvals and consents.</p> <p>Ensure Client responsibilities are met under the Construction Design and Management (CDM) 2015 regulations.</p>		



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Responsibilities include:

Initiate project inception and associated processes. o Establish appropriate governance (project and programme) and agree project roles and responsibilities.

With the Programme Management Office, establish the project organisation and reinforce the roles, responsibilities and deliverables for each team member.

Co-ordinate the activities of a multi-discipline project team which may consist of development, design, construction, commercial, planning, testing, and commissioning and support resources.

Support the Service Manager in progressing business case development from the strategic outline business case stage through to full business case.

Commission technical activity to support the scheme development and preparation, e.g. traffic modelling, highways design, legal and planning advice, land-acquisition and property, surveys, consultations, etc.

Co-ordinate consultation and engagement processes.

Develop and gain approval for procurement strategy in association with the project team.

Obtain formal decisions to proceed at each business case stage or gateway under the Council's scheme of delegation.

Support the Service Manager in gaining authority to seek planning consents and use of CPO powers if needed.

Maintain and monitor progress to programme and budget through outline and detailed design.

Ensure outcomes and outputs are delivered at each stage.

Commission Early Contractor Involvement/ Buildability advice as necessary.

Commission Minor Transport Scheme Programmes Act as commissioner to ensure that an agreed framework is in place to identify, prioritise and deliver a programme of minor transport improvement schemes and safety related improvements.

Work with operations in an advisory capacity to ensure that appropriate processes are in place and that the criteria for scheme selection and prioritisation reflect the Council's overall policy priorities.

This will cover a range of operational programmes. e.g. active travel schemes, elected member's small improvement schemes, local safety schemes, traffic signals recovery programme and any other relevant programmes.



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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Knowledge and awareness of systems, techniques, best practice, performance and project management in relation to development and/or delivery of infrastructure projects.	X	
Knowledge of the statutory, regulatory, policy and contractual framework for highways and transport infrastructure development and delivery		X
Experience		
Experience of engagement with communities and customer feedback channels.	X	
Experience of operating equality and diversity measures in a professional context	X	
Experience in proving input into business cases for infrastructure funding.		X
Ability to produce/draft reports as commissioned to support decision making e.g. project initiation, progress reporting, resource planning and allocation, technical improvements etc.		X
Qualifications / Registrations / Certifications		
Educational qualification in a relevant discipline or acquired knowledge to degree level and ongoing commitment to continuous professional development.	X	
Membership at (or demonstrably working towards) professional level of an appropriate professional institution or organisation.		X
Skills		
Sound interpersonal communication and presentation skills, able to prepare and communicate technical information and data in a way which is accessible to a range of audiences including, delegates, related members, external bodies and members of the public.	X	



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Extensive and up to date competency in the use of a range of IT tools to support/facilitate the technical nature of the work.	X	
When required will support the Service Manager in the resolution of contractual matters.	X	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	X	
Positive, committed, adaptable, thorough and confident approach.	X	
Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: