

ROLE DESCRIPTION

Role title	Principal Project Manager – Minor Highway Improvements		
Directorate	Infrastructure and Transport		
Reporting to	Service Manager - Major Schemes Delivery Programme		
Grade	9		
Evaluation ref;	AU0601	Job Family Ref:-	EST 09
Role purpose			
<p>Manages a range of complex highway improvement projects commissioned to the service (including but not limited to Safety, Active Travel, Rural Mobility, Electric Vehicle projects) on a day-to-day basis within the remit and delegations provided by the Project Board.</p> <p>Line manages a team of Project Managers supporting the delivery of minor highway improvement projects.</p>			
Key results area	Accountability		
Corporate Responsibilities	<ul style="list-style-type: none"> • 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. 		
Service Delivery	<ul style="list-style-type: none"> • Line manages a team of Project Managers supporting the delivery of minor highway improvement projects, providing leadership, advice and guidance on highway project matters throughout the scheme lifecycle and assists them in career development, which may involve mentoring. Directs and delegates work as required to ensure that scheme/ project milestones are achieved. • Leads as the primary operational interface at the scheme initiation phase, engaging with clients to ensure that engineering and delivery considerations are fully taken into account, and any operational tasks are actioned/ managed. • Develops and maintains systems and processes that enable client commissions to be actioned and resourced efficiently and effectively. 		

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	<p>In doing so, plans operational staffing requirements including maintaining a people resourcing schedule. Engages with external suppliers to provide visibility of scheme pipeline that enables people resources for projects that are not available internally to mobilised as necessary to achieve client expectations. Provides specialist technical advice and insight, to inform strategic decision making on funding bids, business cases, outline delivery mechanisms and procurement strategies.</p> <ul style="list-style-type: none"> • Provides specialist advice and technical input to the function of Client/ Employer's representative for major schemes delivered under NEC Engineering Construction Contracts. • Manages a range of complex minor highway improvement projects commissioned to the service (including but not limited to Safety, Active Travel, Rural Mobility, Electric Vehicle projects) on a day-to-day basis within the remit and delegations provided by the Project Board. • Ensures the smooth progression of schemes through feasibility appraisal, feasibility design, outline design and detailed design phases, engaging with Early Contractor Involvement throughout scheme to ensure opportunities for value engineering, innovation and buildability are taken on board. • Ensures that the Project Board have relevant and up to date information on the project and are involved in major decision making. Reports through agreed reporting lines on project progress. • Ensures awareness of the business objectives of the project and facilitating that these are satisfied. • Creates and maintains a RAIDL log for each scheme to track risks, actions, issues, decisions, and lessons learned throughout project development and delivery, and facilitating the development of risk mitigation plans and initiating corrective action when necessary. • Performs the following Client responsibilities under the CDM2015 regs: <ul style="list-style-type: none"> ○ Plan sufficient time and resource for all stages. (Through effective programme and project management) ○ Provide pre-construction information to Principal Designer & other designers appointed. ○ Provide information relating to the H&S file to the Principal Designer.
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	<ul style="list-style-type: none"> ○ Assist in the preparation of a Construction Phase Plan & the Welfare arrangements for the Project. ○ Where applicable, notify the Health and Safety Executive (HSE) of the Project (F10). • Works in collaboration with others to identify the preferred procurement strategy/route for scheme delivery. Supports the development of the Specification, and produces the Works Information/Scope in the required format.
Complex Problem Solving	<ul style="list-style-type: none"> • Undertakes investigations into complex contractual/ political/ technical issues, advising Senior Officers on the outcome/ implications and of any action taken. Provide detailed information as required to enable Senior Officers to handle complex complaints or ombudsman enquiries in a professional manner which protects and reflects the standards of the Council. • Provides advice, guidance and support to Directors, Senior Officers, Line Managers and other officers, external organisations including external parties, on a variety of highway issues including. Ensure that the statutory requirements of the Council as the highway authority are met.
Financial/Budget Management	<ul style="list-style-type: none"> • Manages and controls the allocated budget throughout the project lifecycle. • Leads in the production and maintenance of scheme Quantified Risk Assessments.
Performance	<ul style="list-style-type: none"> • Implements effective project management processes to ensure that the project produces the required products, to the required standard of quality and within the specified constraints of time and cost. • Ensures that schemes are delivered in a way that complies with relevant regulatory requirements and Council policy standards.
Team Management	<ul style="list-style-type: none"> • With the Programme Management Office, establishes the project organisation, reinforcing the roles and responsibilities and deliverables for each team member. • Coordinates a multi-discipline project team which may consist of development, design and construction, commercial, planning, testing and commissioning, and contract management personnel • Monitors work quality, availability, deployment and development of site staff resources during construction and post construction stages.

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	Leads the operation and management of technical project management and site supervision services.
Develop, input, and deliver policies	<ul style="list-style-type: none"> Leads on key aspects of projects which may have a significant impact on specific working practices of the service. This would include policy development or other activities which contribute to development and delivery of the Service Plan, with a view to then sharing any developments as appropriate across Infrastructure and Transport Services, the wider Council and other Organisations.
Stakeholder engagement	<ul style="list-style-type: none"> Leads in the communication and engagement with members, communities and City/ Town/ Parish Councils in the development and delivery of complex minor improvement projects.

Qualification/Knowledge/Experience/Skills

Qualifications

- Essential - Level 6 qualification, or has an equivalent professional accreditation.
- Desirable - Membership of a relevant professional institution or organisation (i.e. ICE, IHE etc.)
- Desirable - Working towards Level 7 qualification preferably relating to Engineering or Transport

Work Experience

Essential:

- Extensive and proven experience of:
 - application of Construction Design and Management Regulations 2015
 - project management
 - general contract management
 - staff management and supervision

Desirable:

- Sound experience/ awareness of:
 - technical highway design, and use of relevant standards, including DMRB, TSRGD, TSM and Manual for Streets
 - scheme feasibility assessment, including report production and cost estimation
 - contract documentation production
- Experience of NEC3 / NEC4 Engineering contracts
- Awareness of current issues impacting upon local government, including need for good management of public assets and provision of value for money."

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Knowledge and Skills

Knowledge and Understanding of Engineering

- Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology.
- Engage in the creation and/or introduction of new, advancing or improved techniques and technology.

Technical and Practical Application of Engineering

- Take an active role in the identification and definition of requirements, challenges, risks, and opportunities and undertake appropriate investigation and action
- Contribute to the design and development of engineering solutions and evaluate their effectiveness in the context of the whole project life cycle.
- Contribute to the implementation of engineering solutions and evaluate their effectiveness in the context of the whole project life cycle.

Management and Leadership

- Manage (organise, direct and control), programme or schedule, tasks and resources
- Lead or influence teams / technical specialisms, understanding the limits of their skills and knowledge.
- Develop others to meet changing technical and managerial needs.
- Demonstrate continuous quality improvement and promote best practice.

Independent Judgement and Responsibility

- Identify the limits of a team's skill and knowledge
- Exercise sound holistic independent judgement and take responsibility

Commercial Ability

- Manage, prepare and control costs/budgets of a significant engineering task or project.
- Demonstrate sound judgement on statutory, contractual and commercial issues in relation to own area of responsibility.

Health, Safety and Welfare

- Demonstrate leadership by promoting good practice and improvements in health, safety and welfare.

Sustainable Development

- Take a professional and responsible role in improvements that support sustainable development and reduce resource demand, set in the context of a whole project life cycle

Professional Commitment

- Maintain competence in their own area of practice, through the planning and undertaking of appropriate and relevant Continuing Professional Development (CPD).

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- Demonstration of appropriate professional standards, recognising obligations to society, the profession and the environment
- Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner

Dimensions of role

Contacts & Relationships

1. Within the Council, there are frequent meetings with staff across Infrastructure and Transport, the purpose of which will be to receive instruction, exchange advice and information, provide guidance, attend and participate in briefing meetings and working groups. May also be required to attend meetings with team members from outside the Directorate.
2. A wide range of organisations, including those with whom the Council contracts, other local authorities, Government Departments at National and Regional level, Professional Associations, as well as private organisations. The purpose of these contacts can be to research, provide, obtain and analyse information or to discuss and undertake basic negotiations/ discussions on various highway issues, and contribute/influence national/local policies and highway legislation.
3. Provides advice, guidance and support to Directors, Strategic and Service Managers, other Senior Managers, internal staff and Elected Members. Liaises closely with Managers and other professionals when formulating and developing policy initiatives and during highway design development. Provides support and guidance to subordinates.
4. Consultants and specialist advisers, and Professional and technical staff within the Council, to coordinate and incorporate inputs involved in the development and delivery of highway schemes.
5. Programme and Project Managers in respect of matters associated with engineering design to support project delivery.

Resources

1. Line Management of Team. Plan, direct and manage the Team's workload. Monitor and manage the quality of output against agreed standards and performance targets. Provide training, advice, induction and appraisal. Undertake recruitment and selection of staff.
2. Manage approved budgets, keeping within pre-determined allocations or advising management of changes and requesting change, and supporting budget setting. Will range from programmes of capital schemes valued at under £1m each.
3. Responsible for requisitioning and approving goods/services up to limits defined within Somerset Council's Scheme of Delegation appropriate to grade.
4. Act as mentor, allocating and checking work which relate to the postholder's areas of responsibility.
5. Provides cover for technical and project issues in the absence of the Service Manager.

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6. Will lead inter-service, multi-disciplinary collaborative working. Will manage other professional engineering officers, support staff and staff within and external to the Council.
7. Production and approval of Task Orders (both for work commissioned through Construction and Engineering Consultancy contracts), maintaining an overview of work delivered, and supporting others in this activity.

Notes

Competencies / attributes

Organisation and Planning

- Identifies strategies for moving the service towards longer term service improvement aims and objectives, seeing beyond the day to day detail and challenging the way things are done
- Confidently initiates and generates ideas for change, providing workable solutions to problems
- Sets performance standards which incorporate both quality and quantity and which integrate with corporate and cultural vision and aims
- Identifies and organises resources needed to accomplish tasks
- Plans activities and projects taking into account the possibility of changing demands or other obstacles
- Monitors performance against deadlines and milestones
- Implements and monitors change initiatives (policy and process) building trust with staff and customers through sensitive, consistent and open two-way communication
- Takes responsibility for prioritising for self and others
- Contributes to medium and/or long term service planning"

Interpersonal Skills

- Motivates and empowers others through recognition of individual contributions and effective team working
- Provides staff with development opportunities and coaching
- Takes proactive steps in helping staff develop professional expertise
- Provides professional advice in a manner that meets the needs and understanding of different audiences
- Manages conflict in a manner that delivers, where possible, a win-win outcome
- Establishes good working relationships with staff & customers
- Identifies staff and customers expectations and manages them within agreed boundaries of delivery

Analysis and Problem Solving

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	<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise to produce a range of solutions to complex problems • Demonstrates an understanding of sensitive and/or controversial issues and uses judgement to manage these appropriately. • Responds calmly to situations where solutions are not always found within existing policy • Identifies ways to manage within resource constraints at the same time as balancing both client and service needs <p><u>Communication Skills</u></p> <ul style="list-style-type: none"> • Presents information to a range of audiences including committees, during legal proceedings and to the media in a confident manner, projecting credibility • Gains agreement from others by, persuading, convincing and negotiating • Promotes ideas, influencing fresh approaches to work activities • Promotes the service through the establishment of good relationships with customers, staff and partners <p><u>Knowledge Management</u></p> <ul style="list-style-type: none"> • Structures information to meet the needs and understanding of the intended audience • Builds wide and effective networks of contacts inside and outside the organisation • Develops job knowledge and expertise through continual professional development • Promotes equality, diversity and innovation, creating an open climate where people feel able to share ideas and think creatively • Active commitment to professional standards
Working conditions:	Mainly desk based, with some site visits.
Working arrangements:	37 hours per week. These will be in agreement with the line manager.