



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Project & Programme Manager	Role Profile Number: H1006
Grade: S Salary:	Date Prepared: Nov 2014, updated Apr 2021
Directorate/Group: Economy & Development, Strategic Transport & Infrastructure	Reporting to: Service Manager, Highways Asset Management & Project Delivery
Structure Chart attached:	No

Job Purpose

This post has lead responsibility for undertaking the project and programme manager role on the Council's key, strategic and complex infrastructure and maintenance projects, ensuring that each project or programme delivers the predicted benefits on time, within budget, generating exceptional value for the Council. The role also assumes responsibility for the leadership, direction and management of the Project Managers within the Project Delivery Team.

Key Accountabilities

- To be responsible for the strategic co-ordination, planning, project management and delivery of transport and civil engineering programmes of work to support the Council's strategic transport objectives and LTP Implementation Plan.
- Lead on the coordination of technical and management information for bids to external agencies for major projects.
- Lead on the development of appropriate strategies for the project and programme management, including promoting the use of recognised project and programme management principles on all projects.
- Monitor and manage all assigned budgets to ensure spend is in accordance with the Council's capital programme.
- Maintain and monitor data concerning progress and expenditure, provide progress reports, financial reports and post completion reports to stakeholders at all levels as required.
- To provide expertise, advice, information and support on project and programme management to Members, Board Directors, Senior Managers, staff and partners as required.

- Operational lead for the Highways & Transport Professional Services Contract. Report to the Strategic Management Board Programme on performance, risk and relationship issues. Play a lead role in the operational management of the contract and building relationships with the supplier's representatives.
- To procure future professional service contracts as required.
- To manage programmes of works funded through the Local Growth Fund.
- Influence and work collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and local authorities.
- Responsible for ensuring that Project Managers and other team members are delivering against objectives of their project(s).
- Recruit, motivate and develop staff with the team to maintain an effective workforce capable of meeting the council's objectives and being responsive to the demand of its customers.
- Partnership working with external partners and the other local, regional and national agencies as appropriate.
- Ensures the project management and governance arrangements are structured to successfully deliver against the project(s) outcomes.
- To keep abreast of relevant legislation, market developments and new systems commensurate with the objectives of the project management team.
- Lead for all CDM responsibilities assigned and discharged for all projects within remit.
- Operational management of the Highway works term services contract.

Supplementary Accountabilities

- Contribute to the formulation, implementation and achievement of service area business plan objectives.
- Deputise for the Service Manager as required.
- Review, design and implement improved project management process as required.
- Provide project assurance to the relevant Project and Programme Boards.
- Undertake strategic service reviews, audits and implement resulting action plans as required.
- Strategic Contribution to the LTP Implementation Plan and associated service plans as required.
- Lead on Highways and Transport accreditation for the OHSAS 18001 and ISO 9001 as required.
- Lead on public consultation exercises of relevant projects, explain proposals at meetings and exhibitions and report on their comments.
- Ability to travel across the Borough for meetings, ability to drive.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the project(s) objectives.
- Contribute, by taking a high level of personal responsibility, to the development of the Directorate as an efficient, effective and economic service, including, when required, championing various areas of best

practice, undertaking staff appraisals and staff meetings and managing sickness absence, leave, capability and performance.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Significant proven experience in transport and civil engineering project and programme management.
- Significant experience in developing and applying project management processes.
- Experience of managing public consultations.
- Significant experience with Local Transport Plans, planning and section 106 agreements.
- Proven experience managing high performing teams.
- Significant experience of and capability for ensuring that complex/ major projects are delivered on time, within budget to the agreed standards.
- Experience of facilitation and problem solving to a successful outcome.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to migrate project risks.
- Experience of working in a senior project management role within an organisation with significant numbers of large and complex projects.
- Experience of successfully working with multi-disciplinary teams, including senior managers, Members and other key stakeholders, including external partners.
- Proven experience in working with multi-disciplinary professionals and elected members.

Qualifications

- Educated to Degree level or equivalent or compensatory experience.
- Member of an appropriate professional institution.

Decision Making

- Makes decisions on planning work programmes and projects on time and within budget.
- Makes decisions on resource allocation with the team.
- Makes decisions on risk management and issues that impact on scheme delivery.
- Makes operational decisions concerning management of the professional services contract.
- Can make effective decisions quickly and will act on own initiative in order to resolve problems.
- Shows creativity in using resources to deliver cost effective services.
- Has proven results obtained through teamwork and individual effort.
- Has corporate and political insight and consideration with regard to projects.
- Accountable for the successful operational delivery of the services.
- Makes decisions to interviews and appoint staff.

- Take overall responsibility for the successful delivery of projects allocated to Project Delivery.

Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve quality of staff of the team.
- Shows creativity in using resources to deliver cost effective services, looking beyond the boundary of current service delivery.
- Continually identifying, evaluating and implements innovative new areas of partnership to maximise and enhance the benefits for the wider community.
- Ability to innovate creative solutions to supplier partnering and service provision.
- Ability to innovate critical path solutions to resolve programme management issues.
- Ability to demonstrate creative resource management to deliver key objectives.
- Actively identify and introduce improvements to areas of accountability.
- Flexibility to meet the varying demands of the role.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Job role manages circa 18 staff through 6 direct reports. • 1 Senior Project Manager (temp) • 6 project managers grade R • 7 project assistant grade Q • 1 Programme Co-ordinator • 3 clerk of works/site supervisors grade N • Numerous resources matrix managed through programme of and project management applications, plus operational management of professional services contract. <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Project management • Preparation of tender documents • Payments and settlement of final accounts • Correspondence 	<p>Budget Holder</p> <p>Responsibility Delivery of capital projects and programmes (LTP/car park maintenance/ drainage/ Major highways schemes circa £8-12m pa), including individual projects in excess of £30m.</p> <p>Revenue budgets circa £300K.</p> <p>Post has authorisation for placing orders and payment of invoices to value of £250K.</p> <p>Asset Responsibility: no</p>	<p>Yes</p> <p>.</p>
--	---	---------------------

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Significant experience of successfully working within multi-disciplinary teams, including, Directors/ Heads of Service, Senior Managers, Council Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels with the business including Corporate Board, Member, Heads of Service , senior managers and other key stakeholder, including external partners.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the agreed strategy.

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Potential verbal abuse and aggression from people.
- Occasional lone working.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	