



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Transport Project Manager	<b>Role Profile Number:</b> P/A
<b>Grade: R</b> <b>Salary:</b>	<b>Date Prepared:</b> May 2016
<b>Directorate/Group:</b> Service Delivery	<b>Reporting to:</b> Programme Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- To work as part of the Project Delivery Team in the management of Highways and Transport programme of works, ensuring that projects are developed and delivered through established project management processes.

### Key Accountabilities

- Prepare agreed project documentation for multi-disciplinary in-house and partner project teams, including the development of project briefs and business cases with Project Sponsors
- Lead project meetings
- Manage and administer NEC3 contracts for both Professional Services and Engineering Construction.
- Manage and coordinate projects based on established project management principles
- Prepare written and verbal reports to project board and Cabinet Member or committee as required.
- Monitor project progress and prepare status reports for the Project Board and other stakeholders
- Act as a single point of contact for all stakeholders including external agencies concerning the progress of projects.
- Coordinate the assembly of project documentation and contribute to submissions for external funding as required.
- Manage the project budget and be responsible for the delivery of the project to the agreed quality and programme criteria, including project closure and financial completion.
- Deputise for Programme Manager in his/her absence on day-to day matters arising and make decisions as appropriate.

## **Supplementary Accountabilities**

- Ensure projects achieve value for money, comply with current standards and best practice
- Prepare and present proposals through the Council's Gateway process.
- Prepare risk assessments and be responsible for client CDM requirements for allocated projects.
- Undertake site visits as appropriate
- Coordinate and Manage public consultation and public relations concerning projects.
- Ensure projects achieve VFM and comply with current standards and best practice.

## **Knowledge & Experience**

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

- Extensive experience in managing civil engineering or other relevant projects and A proven record of project leadership and giving direction to a team
- High level of competency in project management processes, Local Transport Plan issues, Public consultation and planning processes.
- Experience of NEC3 contracts including Professional Services and Engineering Construction.
- Experience in taking measured risks
- Experience in working with multi-disciplinary professionals and elected members within a highways and transport related function.
- Excellent communication skills to deal with a range of stakeholders including members of public.
- Experience of public consultations.
- Experience of managing a team of project staff

## **Qualifications**

- Educated to degree level or equivalent relevant to the role.
- Member of an appropriate professional institution

## **Decision Making**

- The ability to negotiate with and influence senior managers, elected members, other stakeholders and external bodies
- Makes decisions on planning and delivery of project outcomes
- Makes decisions on risk management and issues impacting on scheme delivery

## **Creativity and Innovation**

- Actively identify and introduce improvements to areas of accountability.
- Ability to innovate creative solutions to improve project management processes
- Ability to identify priorities from significant and complex issues

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>Up to 3 direct reports and numerous staff matrix managed through project management processes.</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>Administrative tasks associated with allocated projects</li> <li>Day-to day project management tasks allocated to project team to support individual projects</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p>Budgets allocated for projects ranging from £10k to £1m</p> <p>Authorised to sign invoices and orders to the value of £25,000</p> <p><b>Asset Responsibility:</b></p> <p>No Assets</p>	<p>No</p> <p>.</p>
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**Contacts and Relationships**

- Written and verbal communication with the public, members, officers, developers, external organisations and consultants
- Speaking with members of the public and Councillors can be a daily occurrence. In all cases it is vitally important that the communication is accurate and is understood by the receiver.

**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)

- Ability to work outside normal working hours to attend meetings
- Occasional lone working
- Potential verbal abuse and aggression from people.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	